

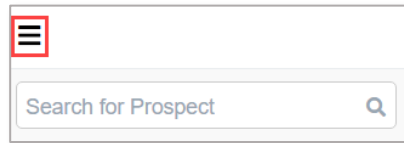
Working as a Delegate

If you have been given a Delegate role in dash and given permission to work on behalf of someone with the Recruiter or Executive role from within iProspect, you can log into iProspect and work on behalf of that user. While working as a Delegate, all your activities will be recorded as completed by the other user.

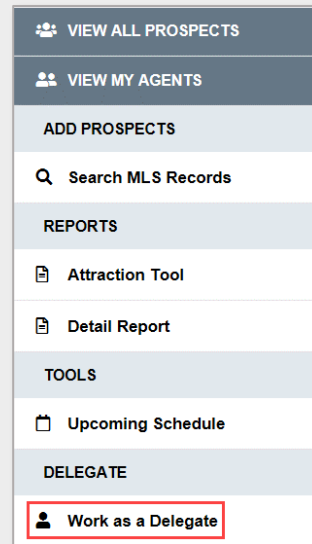
Before you can begin working on behalf of someone else, you must sign into iProspect at least once. Then the person assigning you as their delegate will see your username available in the delegate list.

To learn more about having access assigned to you in dash see the **Assigning iProspect Access in dash** job aid. To learn more about as being assigned Delegate access in iProspect, see the **Assigning a Delegate in iProspect** job aid.

From the dashboard, click **Menu**.

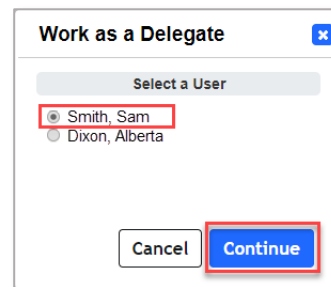


To begin working on behalf of your delegate, from the **Delegate** section, select **Work as Delegate**.



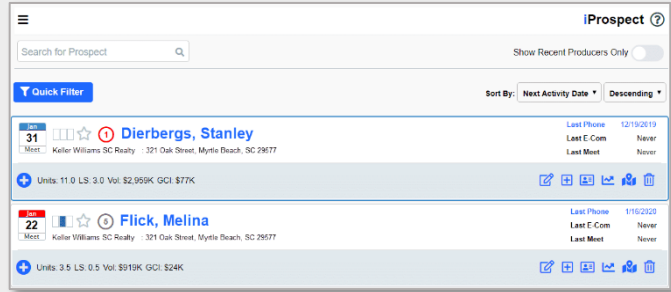
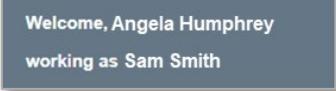
From the list of available delegates:

- Select a User
- Click **Continue**.



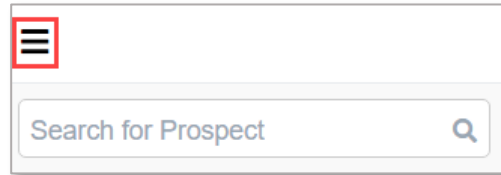
The dashboard appears and you can begin working as the selected delegate.

The top left of the menu will show remind you who you are working as.



When done, make sure you log out and return to your dashboard.

- From the dashboard, click the **Menu** icon.



- Within the **Delegate** section, select **Return to "your name"**.

