## 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**.

	Search for Prospect Q
To begin working on behalf of your delegate, from the <b>Delegate</b> section, select <b>Work as</b>	Strew ALL PROSPECTS
Delegate.	L VIEW MY AGENTS
	ADD PROSPECTS
	Q Search MLS Records
	REPORTS
	Attraction Tool
	Detail Report
	TOOLS
	Upcoming Schedule
	DELEGATE
	Let Work as a Delegate
From the list of available delegates:	Work as a Delegate
Select a User	Select a User
	l ● Smith, Sam ◯ Dixon, Alberta
• Click <b>Continue.</b>	
	Cancel

The dashboard appears and you can begin working as the selected delegate.	E IProspect ⑦ Search for Prospect ① Stow Recent Producers Only
The ten left of the many will show remind you	Y Ourick Filter Sort By: Next Activity Date * Descending *
who you are working as.	31     1     1     1     1     1       34     1     1     1     1     1     1       Met     Keler Willers SC Rady     1     1     1     1       Met     Keler Willers SC Rady     1     1     1     1
Welcome, Angela Humphrey working as Sam Smith	Construction     Construction     Construction       22     Image: Construction     Image: Construction       Meet     Ketter Williams SC Ready     1281 Construction
	🕒 Units 3 5 LS 0.5 Vol. \$919K GCI: \$24K
When done, make sure you log out and return to your dashboard.	
• From the dashboard, click the <b>Menu</b> icon.	Search for Prospect Q
<ul> <li>Within the Delegate section, select Return to "your name".</li> </ul>	Welcome, Angela Humphrey working as Sam Smith
	DELEGATE
	Work as a Delegate
	Return to Angela Humphrey
	User Settings
	iProspect Help
	C+ Logout