

ESS Delegate Entry Authority

Purpose: Use this document as a reference to delegate entry authority in ctcLink using the Classic Navigation.

Audience: Employees

FSCM Employee Self-Service - Delegate Entry Authority

Navigation: Gateway FSCM Single Link > FSCM Employee Self Service > Travel & Expenses > User Preferences > Delegate Entry Authority

1. The **Authorize Users** page displays.
2. Review information. Select the **plus sign [+]** to add an authorized user.
3. A new row is added.
4. Enter or lookup the **Authorized User ID** (this user will be allowed to create documents).
5. Use the drop-down menu to select authorization level:
 - **Edit:** user can only create and edit documents, but can't submit.
 - **Edit & Submit:** user has full functionality on behalf of employee.
 - **View:** the authorized user can only view the document, not create, edit nor submit.
6. To remove an existing authorized user, select the **minus button [-]** on the applicable row.
7. After completing all updates, select the **Save** button.

Employee Self Service Authorize Users

Authorize Users

Roux Washington

Entering new UserIDs on this page will give those users the ability to enter expense transactions on behalf of the employee.

Authorize Users

*Authorized User ID	Name	*Authorization Level		
10100 <input type="text"/>	Washington, Roux	Edit & Submit	<input style="border: 1px solid #ccc;" type="button" value="+"/>	<input style="border: 1px solid #ccc;" type="button" value="-"/>
101000000 <input type="text"/>	Cook, Nico	Edit & Submit	<input style="border: 1px solid #ccc;" type="button" value="+"/>	<input style="border: 1px solid #ccc;" type="button" value="-"/>
101000001 <input type="text"/>	Martinez, Sage	Edit & Submit	<input style="border: 1px solid #ccc;" type="button" value="+"/>	<input style="border: 1px solid #ccc;" type="button" value="-"/>
101000003 <input type="text"/>	Fisher, Nevada	Edit & Submit	<input style="border: 1px solid #ccc;" type="button" value="+"/>	<input style="border: 1px solid #ccc;" type="button" value="-"/>
101000004 <input type="text"/>	Reed, Phoenix	Edit & Submit	<input style="border: 1px solid #ccc;" type="button" value="+"/>	<input style="border: 1px solid #ccc;" type="button" value="-"/>
101000005 <input type="text"/>	White, Toni	View	<input style="border: 1px solid #ccc;" type="button" value="+"/>	<input style="border: 1px solid #ccc;" type="button" value="-"/>
101000006 <input type="text"/>	Baker, Jules	View	<input style="border: 2px solid red;" type="button" value="+"/>	<input style="border: 1px solid #ccc;" type="button" value="-"/>
<input type="text"/>		<input type="button" value="Edit & Submit"/>	<input style="border: 1px solid #ccc;" type="button" value="+"/>	<input style="border: 1px solid #ccc;" type="button" value="-"/>

Edit & Submit
 Edit
 Edit & Submit
 View

8. Process complete.

Video Tutorial

The video below demonstrates the process actions described in the steps listed above. There is no audio included with this video. Select the play button to start the video.

Video Tutorial Via Panopto

View the external link to [ESS Delegate Entry Authority](#). This link will open in a new tab/window.