

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	Washington, Roux	Edit & Submit	+	-
101000000	Cook, Nico	Edit & Submit	+	-
101000001	Martinez, Sage	Edit & Submit	+	-
101000003	Fisher, Nevada	Edit & Submit	+	-
101000004	Reed, Phoenix	Edit & Submit	+	-
101000005	White, Toni	View	+	-
101000006	Baker, Jules	View	+	-
		Edit & Submit	+	-

Save

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.