

Delegate

Relates To

CONTENT FLOW

Delegate

Prompt

A user who temporarily takes your place as a [reviewer](#) in a [workflow](#).

Definition

A delegate is any individual user who can [approve](#) or [return](#) a [workflow step](#) on your behalf. In other words, a delegate *fills your place* as a [reviewer](#) in a workflow. Your delegate will be recognized as a member of the groups to which you belong.

Adding a delegate is a helpful way to ensure that workflows can continue during an individual's vacation or absence.

Info

Related

- [Reviewer](#)
- [Workflow Step](#)
- [Applying and Advancing a Workflow](#)