Delegate

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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.

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