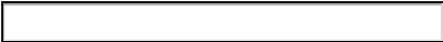




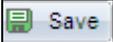
How to Delegate an Alternative User for Workflow Messages

Step	Action
1.	<p>Navigate to this website to begin: www.in.gov/spd/instep (http://www.in.gov/spd/instep)</p> <p>Enter your User ID and Password into the appropriate field.</p> <p>A user ID is comprised of the first letter of your first name (use a capital letter) plus the last six digits of the PeopleSoft ID number.</p> <p>For assistance with your password, contact the IOT Helpdesk at 317-234-HELP or (800)-382-1095.</p>
2.	<p>Click the Human Resources link. A new page or tab will populate.</p> 
3.	<p>Click the Main Menu button.</p> 
4.	<p>Click the My System Profile menu.</p> 
5.	<p>This page allows you to designate an alternative user to receive workflow messages in your absence. All workflow messages addressed to you will go to the alternate user and you will not have them unless you make arrangements with the alternate user to forward them back to you.</p> <p>For example, job posting approvals, FMLA notices, and subordinate requests for training or time and labor.</p>
6.	<p>Click in the Alternate User ID field.</p> 
7.	<p>Click the Magnifying Glass button.</p> 
8.	<p>Click in the User ID or Description field to search for Alternate User ID.</p> 



Step	Action
9.	<p>If you don't know the User ID you can do an advanced search to find the alternate user.</p> <p>Click the Advanced Lookup link.</p> <p><input type="button" value="Advanced Lookup"/></p>
10.	<p>Enter the name of the alternate user into the description box and then click the Look Up button.</p> <p>NOTE: You will need to notify the alternate user to inform them of this delegation so that they won't be surprised and will know to share any messages that require follow up with you when you return to work.</p> <p><input type="button" value="Look Up"/></p>
11.	<p>Locate the correct individual and click on the User ID or the Description name link.</p> <p>Click the User ID link.</p>
12.	<p>Now that you have selected the alternate user you will need to select the length of time established for the alternate user to receive your routings and notifications.</p> <p>Note: If you return to work before the original time specified you can adjust this to reflect the new date.</p> <p>Click the Calendar button.</p> <p><input type="button" value="31"/></p>
13.	<p>For this example the alternate user will need to cover June 29 - July 12.</p> <p>Click the 29 link.</p> <p><input type="button" value="29"/></p>
14.	<p>Click the Month list item.</p> <p><input type="button" value="June"/></p>
15.	<p>For this example, click the July link.</p> <p><input type="button" value="July"/></p>
16.	<p>For this example, click the 13 link.</p> <p><input type="button" value="13"/></p>
17.	<p>Click on the scrollbar and scroll down to locate the save button.</p>
18.	<p>Please ensure that you have checked the Email User box in the Workflow Attributes section. This will ensure that the user will receive the workflow that is delegated.</p>



Step	Action
19.	<p>REMINDER: If follow up might be needed for any workflow you delegated, you must communicate with your alternate user and get those messages.</p> <p>Click the Save button.</p> 
20.	<p>Click the Sign Out link.</p> 
21.	<p>End of Procedure.</p>