




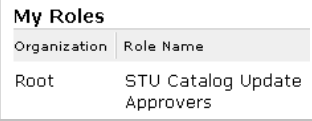
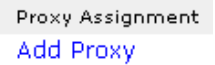




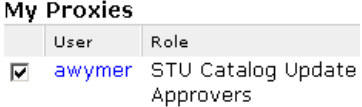
Delegate Work to a Proxy Approver

- Only an approver can enable or disable his/her own proxy assignments.
- Proxy changes must be made from a KSU campus or Kent VPN computer.
- If the person you wish to designate does not have access to this workflow, access must be requested – plan ahead, as access requests take time to process.
- Your proxy will not receive any e-mail notifications. They must check **My Worklist** often to see and process workflow forms.
- Complete the work waiting in your Worklist, as your proxy sees only new submitted forms.

Contact the Help Desk at 330 672-4357 to request a VPN, or Virtual Private Network account.

1	Log in to FlashLine at http://www.kent.edu or your campus web page.	
2	Click the Action Items tab	
3	Locate the Worklist , usually at upper right on this tab.	
4	Click Open Workflow for a full-screen view.	
5	Under the User Profile section (on the right side of the screen) click User Information .	
6	Look for the My Roles pane. Locate the Role Name STU Catalog Update Approvers .	
7	Follow the Role entry to the rightmost column, and click Add Proxy .	
8	From the User list, select the FlashLine ID of the person who will be your proxy.	User: <input type="text" value="aabraha3"/>
9	Select Effective From and Effective To dates, By clicking the  button and selecting the start and end dates of the proxy assignment.	<input type="text" value="30-Mar-2009 04:03:43 PM"/> 
10	Click the Non-Confidential checkbox.	Non-Confidential: <input checked="" type="checkbox"/>
11	Click the Save button.	<input type="button" value="Save"/>

Cancel a Proxy Assignment

1	To cancel an assignment before the designated date, log in as above. Under My Proxies , checkbox the assignment you wish to delete.	
2	Click the Delete Selected Proxies button.	<input type="button" value="Delete Selected Proxies"/>

How Work is Shared Between Approver and Proxy

Approvers designate at least one individual to be a 'proxy-in-waiting'. Your proxy is given the access needed to approve a form, **but your proxy is not enabled in the workflow, and will not see work unless you, the approver, allow it.**

The Approver enables or disables the proxy by following the instructions on the previous page. As soon as a proxy is enabled, he/she will see **new** forms which appear in the Worklist.

A proxy cannot see older forms in process that already appear on the Approver's Worklist.

Here is what approver and proxy see and do. (Examples below use Grade Change WF names.)

Situation	Approver Sees	Proxy Sees																
<p>The normal, everyday working arrangement.</p> <p>The proxy is not enabled, and cannot see forms.</p>	<p>Worklist</p> <table border="1"> <thead> <tr> <th>Organization</th> <th>Workflow</th> </tr> </thead> <tbody> <tr> <td>Root</td> <td>GCDD00065: Course-ANTH 90001 999 CRN-20215 Term-Fall 2008 Ready</td> </tr> <tr> <td>Root</td> <td>GCDD00055: Course-ANTH 90001 999 CRN-20215 Term-Fall 2008 Ready</td> </tr> <tr> <td>Root</td> <td>GCDD00062: Course-ANTH 90001 999 CRN-20215 Term-Fall 2008 Ready</td> </tr> </tbody> </table>	Organization	Workflow	Root	GCDD00065: Course-ANTH 90001 999 CRN-20215 Term-Fall 2008 Ready	Root	GCDD00055: Course-ANTH 90001 999 CRN-20215 Term-Fall 2008 Ready	Root	GCDD00062: Course-ANTH 90001 999 CRN-20215 Term-Fall 2008 Ready	<p>Worklist</p> <table border="1"> <thead> <tr> <th>Organization</th> <th>Workflow</th> </tr> </thead> <tbody> <tr> <td>Root</td> <td>GCDD00065: Course-ANTH 90001 999 CRN-20215 Term-Fall 2008 Ready</td> </tr> <tr> <td>Root</td> <td>GCDD00055: Course-ANTH 90001 999 CRN-20215 Term-Fall 2008 Ready</td> </tr> <tr> <td>Root</td> <td>GCDD00062: Course-ANTH 90001 999 CRN-20215 Term-Fall 2008 Ready</td> </tr> </tbody> </table>	Organization	Workflow	Root	GCDD00065: Course-ANTH 90001 999 CRN-20215 Term-Fall 2008 Ready	Root	GCDD00055: Course-ANTH 90001 999 CRN-20215 Term-Fall 2008 Ready	Root	GCDD00062: Course-ANTH 90001 999 CRN-20215 Term-Fall 2008 Ready
Organization	Workflow																	
Root	GCDD00065: Course-ANTH 90001 999 CRN-20215 Term-Fall 2008 Ready																	
Root	GCDD00055: Course-ANTH 90001 999 CRN-20215 Term-Fall 2008 Ready																	
Root	GCDD00062: Course-ANTH 90001 999 CRN-20215 Term-Fall 2008 Ready																	
Organization	Workflow																	
Root	GCDD00065: Course-ANTH 90001 999 CRN-20215 Term-Fall 2008 Ready																	
Root	GCDD00055: Course-ANTH 90001 999 CRN-20215 Term-Fall 2008 Ready																	
Root	GCDD00062: Course-ANTH 90001 999 CRN-20215 Term-Fall 2008 Ready																	
<p>The Approver enables a person as proxy.</p> <p>Both receive forms and can do work.</p>	<p>Worklist</p> <table border="1"> <thead> <tr> <th>Organization</th> <th>Workflow</th> </tr> </thead> <tbody> <tr> <td>Root</td> <td>GCDD00065: Course-ANTH 90001 999 CRN-20215 Term-Fall 2008 Ready</td> </tr> <tr> <td>Root</td> <td>GCDD00055: Course-ANTH 90001 999 CRN-20215 Term-Fall 2008 Ready</td> </tr> <tr> <td>Root</td> <td>GCDD00062: Course-ANTH 90001 999 CRN-20215 Term-Fall 2008 Ready</td> </tr> </tbody> </table>	Organization	Workflow	Root	GCDD00065: Course-ANTH 90001 999 CRN-20215 Term-Fall 2008 Ready	Root	GCDD00055: Course-ANTH 90001 999 CRN-20215 Term-Fall 2008 Ready	Root	GCDD00062: Course-ANTH 90001 999 CRN-20215 Term-Fall 2008 Ready	<p>Worklist</p> <table border="1"> <thead> <tr> <th>Organization</th> <th>Workflow</th> </tr> </thead> <tbody> <tr> <td>Root</td> <td>GCDD00065: Course-ANTH 90001 999 CRN-20215 Term-Fall 2008 Ready</td> </tr> <tr> <td>Root</td> <td>GCDD00055: Course-ANTH 90001 999 CRN-20215 Term-Fall 2008 Ready</td> </tr> <tr> <td>Root</td> <td>GCDD00062: Course-ANTH 90001 999 CRN-20215 Term-Fall 2008 Ready</td> </tr> </tbody> </table>	Organization	Workflow	Root	GCDD00065: Course-ANTH 90001 999 CRN-20215 Term-Fall 2008 Ready	Root	GCDD00055: Course-ANTH 90001 999 CRN-20215 Term-Fall 2008 Ready	Root	GCDD00062: Course-ANTH 90001 999 CRN-20215 Term-Fall 2008 Ready
Organization	Workflow																	
Root	GCDD00065: Course-ANTH 90001 999 CRN-20215 Term-Fall 2008 Ready																	
Root	GCDD00055: Course-ANTH 90001 999 CRN-20215 Term-Fall 2008 Ready																	
Root	GCDD00062: Course-ANTH 90001 999 CRN-20215 Term-Fall 2008 Ready																	
Organization	Workflow																	
Root	GCDD00065: Course-ANTH 90001 999 CRN-20215 Term-Fall 2008 Ready																	
Root	GCDD00055: Course-ANTH 90001 999 CRN-20215 Term-Fall 2008 Ready																	
Root	GCDD00062: Course-ANTH 90001 999 CRN-20215 Term-Fall 2008 Ready																	
<p>The approver has opened and closed a form, 'claiming' it. (Performing appears under the form title.)</p> <p>The proxy can no longer see the form.</p>	<p>Worklist</p> <table border="1"> <thead> <tr> <th>Organization</th> <th>Workflow</th> </tr> </thead> <tbody> <tr> <td>Root</td> <td>GCDD00065: Course-ANTH 90001 999 CRN-20215 Term-Fall 2008 Ready</td> </tr> <tr> <td>Root</td> <td>GCDD00055: Course-ANTH 90001 999 CRN-20215 Term-Fall 2008 Ready</td> </tr> <tr> <td>Root</td> <td>GCDD00062: Course-ANTH 90001 999 CRN-20215 Term-Fall 2008 Performing</td> </tr> </tbody> </table>	Organization	Workflow	Root	GCDD00065: Course-ANTH 90001 999 CRN-20215 Term-Fall 2008 Ready	Root	GCDD00055: Course-ANTH 90001 999 CRN-20215 Term-Fall 2008 Ready	Root	GCDD00062: Course-ANTH 90001 999 CRN-20215 Term-Fall 2008 Performing	<p>Worklist</p> <table border="1"> <thead> <tr> <th>Organization</th> <th>Workflow</th> </tr> </thead> <tbody> <tr> <td>Root</td> <td>GCDD00065: Course-ANTH 90001 999 CRN-20215 Term-Fall 2008 Ready</td> </tr> <tr> <td>Root</td> <td>GCDD00055: Course-ANTH 90001 999 CRN-20215 Term-Fall 2008 Ready</td> </tr> </tbody> </table>	Organization	Workflow	Root	GCDD00065: Course-ANTH 90001 999 CRN-20215 Term-Fall 2008 Ready	Root	GCDD00055: Course-ANTH 90001 999 CRN-20215 Term-Fall 2008 Ready		
Organization	Workflow																	
Root	GCDD00065: Course-ANTH 90001 999 CRN-20215 Term-Fall 2008 Ready																	
Root	GCDD00055: Course-ANTH 90001 999 CRN-20215 Term-Fall 2008 Ready																	
Root	GCDD00062: Course-ANTH 90001 999 CRN-20215 Term-Fall 2008 Performing																	
Organization	Workflow																	
Root	GCDD00065: Course-ANTH 90001 999 CRN-20215 Term-Fall 2008 Ready																	
Root	GCDD00055: Course-ANTH 90001 999 CRN-20215 Term-Fall 2008 Ready																	
<p>The Approver has released the form and it is available to both.</p> <p>(Ready appears under the form title.)</p>	<p>Worklist</p> <table border="1"> <thead> <tr> <th>Organization</th> <th>Workflow</th> </tr> </thead> <tbody> <tr> <td>Root</td> <td>GCDD00065: Course-ANTH 90001 999 CRN-20215 Term-Fall 2008 Ready</td> </tr> <tr> <td>Root</td> <td>GCDD00055: Course-ANTH 90001 999 CRN-20215 Term-Fall 2008 Ready</td> </tr> <tr> <td>Root</td> <td>GCDD00062: Course-ANTH 90001 999 CRN-20215 Term-Fall 2008 Ready</td> </tr> </tbody> </table>	Organization	Workflow	Root	GCDD00065: Course-ANTH 90001 999 CRN-20215 Term-Fall 2008 Ready	Root	GCDD00055: Course-ANTH 90001 999 CRN-20215 Term-Fall 2008 Ready	Root	GCDD00062: Course-ANTH 90001 999 CRN-20215 Term-Fall 2008 Ready	<p>Worklist</p> <table border="1"> <thead> <tr> <th>Organization</th> <th>Workflow</th> </tr> </thead> <tbody> <tr> <td>Root</td> <td>GCDD00065: Course-ANTH 90001 999 CRN-20215 Term-Fall 2008 Ready</td> </tr> <tr> <td>Root</td> <td>GCDD00055: Course-ANTH 90001 999 CRN-20215 Term-Fall 2008 Ready</td> </tr> <tr> <td>Root</td> <td>GCDD00062: Course-ANTH 90001 999 CRN-20215 Term-Fall 2008 Ready</td> </tr> </tbody> </table>	Organization	Workflow	Root	GCDD00065: Course-ANTH 90001 999 CRN-20215 Term-Fall 2008 Ready	Root	GCDD00055: Course-ANTH 90001 999 CRN-20215 Term-Fall 2008 Ready	Root	GCDD00062: Course-ANTH 90001 999 CRN-20215 Term-Fall 2008 Ready
Organization	Workflow																	
Root	GCDD00065: Course-ANTH 90001 999 CRN-20215 Term-Fall 2008 Ready																	
Root	GCDD00055: Course-ANTH 90001 999 CRN-20215 Term-Fall 2008 Ready																	
Root	GCDD00062: Course-ANTH 90001 999 CRN-20215 Term-Fall 2008 Ready																	
Organization	Workflow																	
Root	GCDD00065: Course-ANTH 90001 999 CRN-20215 Term-Fall 2008 Ready																	
Root	GCDD00055: Course-ANTH 90001 999 CRN-20215 Term-Fall 2008 Ready																	
Root	GCDD00062: Course-ANTH 90001 999 CRN-20215 Term-Fall 2008 Ready																	

Release a Form to Your Colleague

When one person opens a form, it vanishes from the Worklist of the other person.

Either complete the form, or **release the form to your workflow colleague.**

Click the magnifying glass icon seen in the rightmost column of the Workflow item listing. The Details screen will open.



Click the **Release** icon. Now both individuals will see the form.

