Cancel Delegations—
Use when you need to cancel a delegation

Access the My Delegations task

1. The My Delegations page will display:
a. Under the Current Delegations tab, click Manage Delegations.
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2. Under **Manage Delegations**, **Pending Actions** will display. Under **Action**, click **Delegation for**.

Manage Delegations

You cannot initiate this action because there are other pending actions for the worker that conflict with this one. Close the pending actions listed below before initiating the new action.

Worker: Ashley S. Fisher

Pending Actions

<table>
<thead>
<tr>
<th>Action</th>
<th>Effective Date</th>
<th>Initiated On</th>
<th>Due Date</th>
<th>Completed On</th>
<th>Status</th>
<th>Assigned To</th>
<th>Initiating Organization</th>
<th>Receiving Organization</th>
</tr>
</thead>
<tbody>
<tr>
<td>Delegation for Ashley S. Fisher</td>
<td>07/15/2015</td>
<td>07/15/2015 09:35:53 AM</td>
<td>07/16/2015</td>
<td>In Progress</td>
<td>Kathleen R. Tebeault</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3. The following will display:

View Event: Delegation for Ashley S. Fisher on 07/18/2015

For: Ashley S. Fisher
Overall Process: Delegation for Ashley S. Fisher on 07/16/2015
Overall Status: In Progress
Due Date: 07/16/2015

Business Processes allowed for Delegation

<table>
<thead>
<tr>
<th>New Delegation</th>
<th>Begin Date</th>
<th>End Date</th>
<th>Delegate</th>
<th>Start On My Behalf</th>
<th>Do-inbox Tasks On My Behalf</th>
</tr>
</thead>
</table>
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4. Next to **View Event** and after the date, hover over and click the **Related Actions** icon.

5. Under **Available Actions**, hover over **Business Process** and click **Cancel**.

Your screens and processes may vary from those described here.
6. When you click **Cancel**, the **Cancel Business Process** will display.

   a. Type in a **Comment** of why you are canceling the process.

   b. Click **Submit**

   ![Image of Cancel Delegations page]

   **Cancel Business Process**  Delegation for Ashley S. Fisher  on 07/16/2015

   **Details**

   - **Business Processes allowed for Delegation**

   **New Delegation**

<table>
<thead>
<tr>
<th><em>Begin Date</em></th>
<th><em>End Date</em></th>
<th><em>Delegate</em></th>
<th><strong>Start On My Behalf</strong></th>
<th><strong>Do Inbox Tasks On My Behalf</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>07/16/2015</td>
<td>07/16/2015</td>
<td>Michael J Cooper</td>
<td>Create Expense Report</td>
<td>For all Business Processes</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>For Business Process</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Expense Report Event</td>
</tr>
</tbody>
</table>

   **Process History**

   Request Delegation Change - Step Completed

   ![Image of Process History]

   *Your screens and processes may vary from those described here.*
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7. The **Event Cancelled** page will display.
8. Click **Done**

![Event Cancelled page](image)

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