

# P2P Newsletter

UR Procurement

May 8, 2020



## Setting Delegations

If you are an approver and will be out of the office (i.e. vacation, disability, partial furlough), please remember to set up a delegation for your approvals. Instructions ([Video](#) and [Quick Reference Guide](#)) can be found in the P2P Self Help Section. Please note you are able to setup multiple delegations based on date ranges (see below). Please review the documentation on how to set delegations or contact the P2P Service Center for assistance.

	*Begin Date	End Date	*Delegate	Start On My Behalf	Do Inbox Tasks On My Behalf
	05/17/2020	05/23/2020	Delegate * <input type="text"/> Use Default Alternate <input type="checkbox"/> Uncheck Alternate Delegate * <input type="text"/>	<input type="text"/>	<input checked="" type="radio"/> For all Business Processes <input type="radio"/> For Business Process <input type="text"/> <input type="radio"/> None of the above Retain Access to Delegated Tasks in Inbox <input type="checkbox"/> Delegation Rule <input type="text"/>
	06 / 21 / 2020	06 / 27 / 2020	Delegate * <input type="text"/> Use Default Alternate <input type="checkbox"/> Uncheck Alternate Delegate * <input type="text"/>	<input type="text"/>	<input checked="" type="radio"/> For all Business Processes <input type="radio"/> For Business Process <input type="text"/> <input type="radio"/> None of the above Retain Access to Delegated Tasks in Inbox <input type="checkbox"/> Delegation Rule <input type="text"/>

## Trouble Accessing P2P Self Help Videos

If you are having difficulty accessing P2P Videos in the Self Help section, you will have to disconnect from VPN access and then try to play the video.