



# CIAnywhereProcedure

## General Expense

### How to Delegate Access to another CIAnywhere User

This procedure outlines the process of how to delegate your access to another CIAnywhere User. This is NOT a financial delegation.

To ensure there is no interruption to purchasing you can delegate other staff to have access to your purchase orders/requisition to finalise on your behalf when you are on extended leave. Staff will be able to submit purchase order amendments, confirm goods received, etc.

Log into ServiceNow through the link on the staff homepage. You will need to Log a new Finance Request; Select Financial Systems and Access, then 'Delegate Finance CIAnywhere Access while you are on leave'.



2. Complete the form and Submit. You will receive notification through ServiceNow when your delegation has been actioned. It is recommended you discuss this delegation with the staff member before actioning, as they will require a certain level of CIAnywhere access to be a delegatee option.



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