





The last four permissions are for approval delegation:

1. Can Approve [indefinitely on the approver's behalf] – Use this option to set a backup that can always approve on your behalf (no time limit). Before giving an individual this type of delegate access please ensure they have the authority to approve on your behalf.
2. Can Approve Temporary (a date range is required) – Use this option to set a date range for someone to approve on your behalf.
3. Can Preview for Approver – Use this option to set a delegate to preview the Report/Request before you. This delegate cannot approve the Report/Request on your behalf. Instead, the delegate's task is to ensure that the Report/Request is ready for you to review and approve. With this option, you can wait until the preview delegate has selected "Notify Approver" (which generates an email notification to the approver), or you can approve the Report/Request without this delegate's review.
4. Receives Approval Emails – The delegate is copied on your approval notification emails.