



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, gn149.5426 0 605 5 605 5 iphb53T1 845T3 1 Tf 5.645 0 TD3(es8s3l1)-603>T3 [(gn149.5426 -6

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 delegate option.



3.

6.