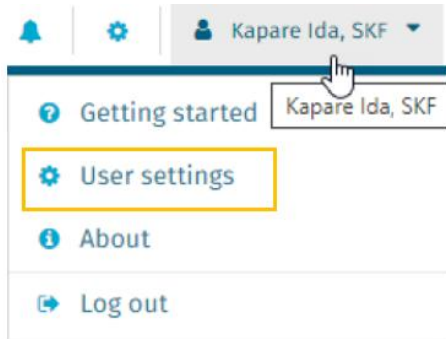


How to set up delegation in Basware

1. Backup person can be set under User Settings in the drop-down menu in the top right corner.



2. Fill in all required fields and ensure that forwarding of pending tasks is ticked
3. Click Save

 A screenshot of the 'User settings' page. The 'Backup tasks' section is expanded, showing a table with one row. The columns are 'Task type*', 'User*', 'Period*', and 'Forward pending tasks'. The values are 'Invoices and payment plans', 'Zieba Zuzanna', '6/30/2020 - 6/30/2020', and a checked checkbox. Below the table are links for 'Change passwords' and 'Other settings'. At the bottom right, there are 'Cancel' and 'Save' buttons. A red arrow points to the 'Save' button.

Important: The backup person should be on the same authorization level or higher. The backup will only forward the invoices and not the approval rights.

Related articles

How to set up delegation in VIM Opentext

How to set up delegation in Ariba