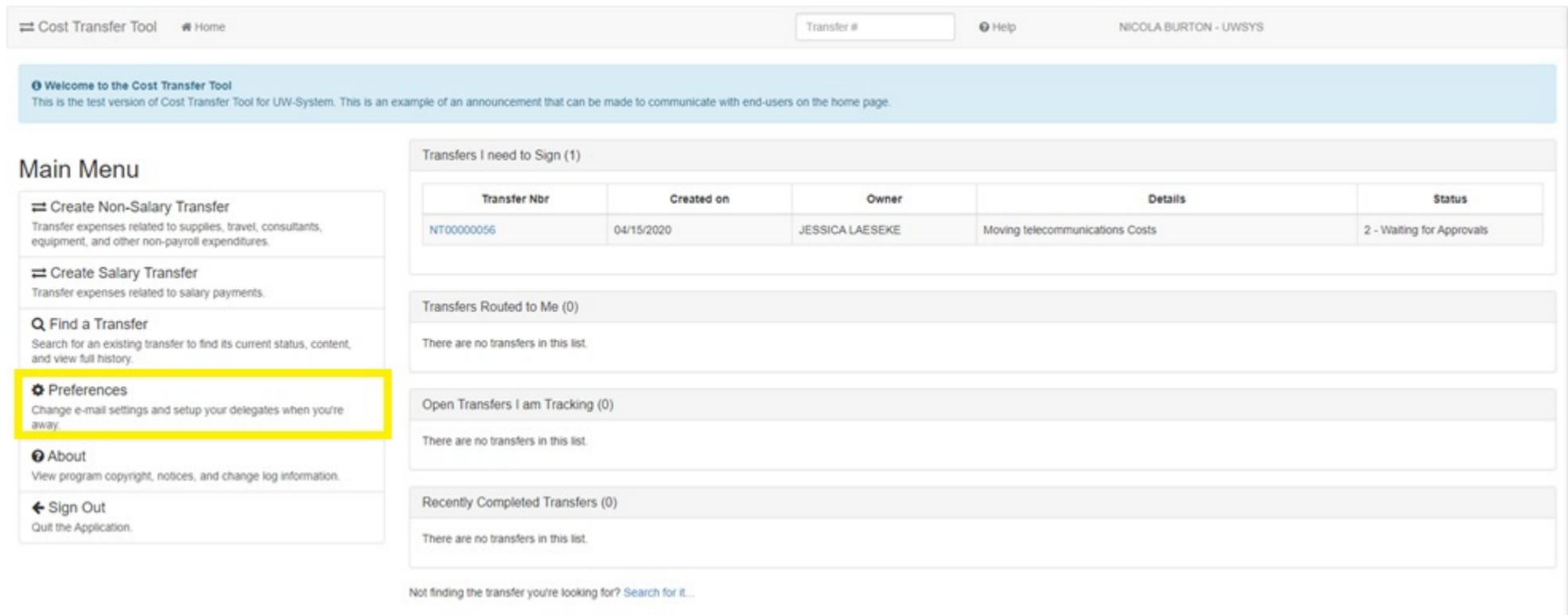


COST TRANSFER TOOL - SETTING UP DELEGATES

This feature allows a user to designate another user to approve transfers on their behalf.

Delegating Signature Authority for Cost Transfer Tool

1. Log into the Cost Transfer Tool: <https://ct.sfs.services.wisc.edu/>.
2. Navigate to the "Preferences" page on the left hand navigation bar:



3. The "Delegates" section can be used to add delegates who will be notified when an approver receives a transfer to approve. A date range can be set here to make the delegation effective for only a certain date range:

