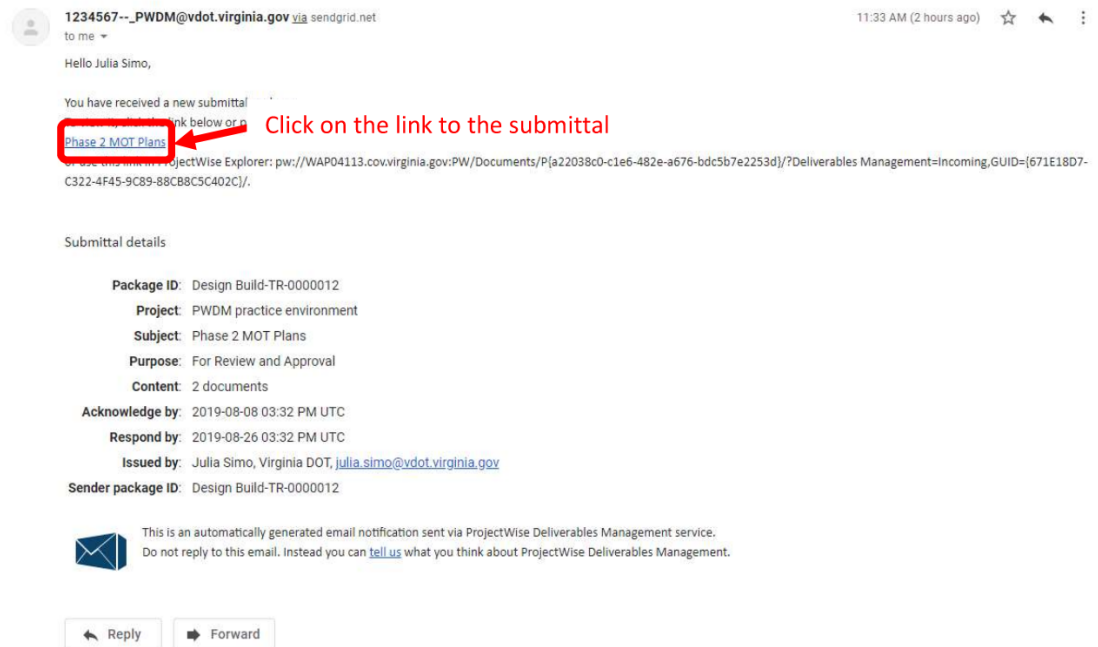


PWDM – Delegating Response Responsibility

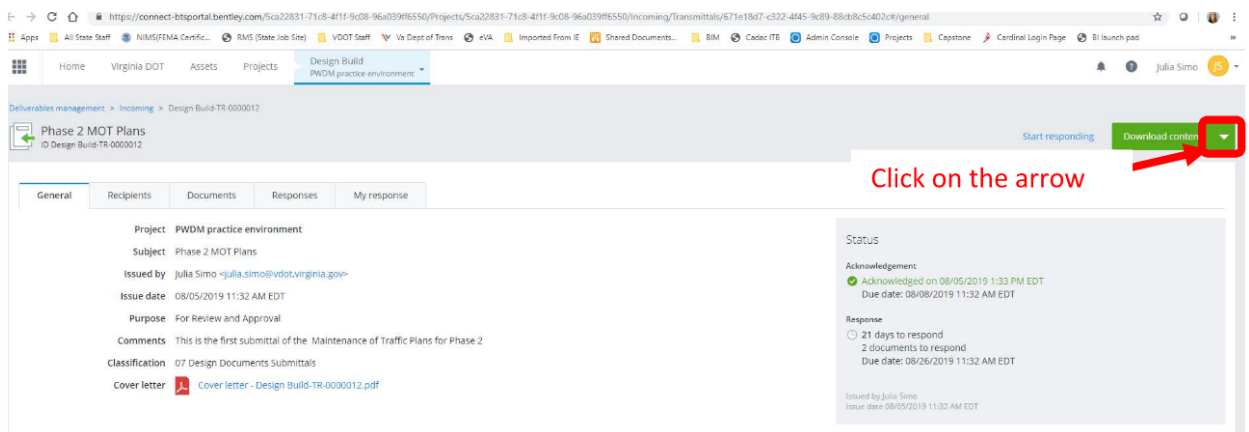
If you receive an email notification that a submittal came through and then person responsible to acknowledge is not available then you can delegate the responsibility by following the below steps.

You can only select a person that has not already been asked to take an action on the transmittal. For example, if someone has been asked to Acknowledge or Response then you cannot delegate to them.

- Follow the link in the email to the submittal
 - Or navigate to the submittal via the Deliverables Management Portal

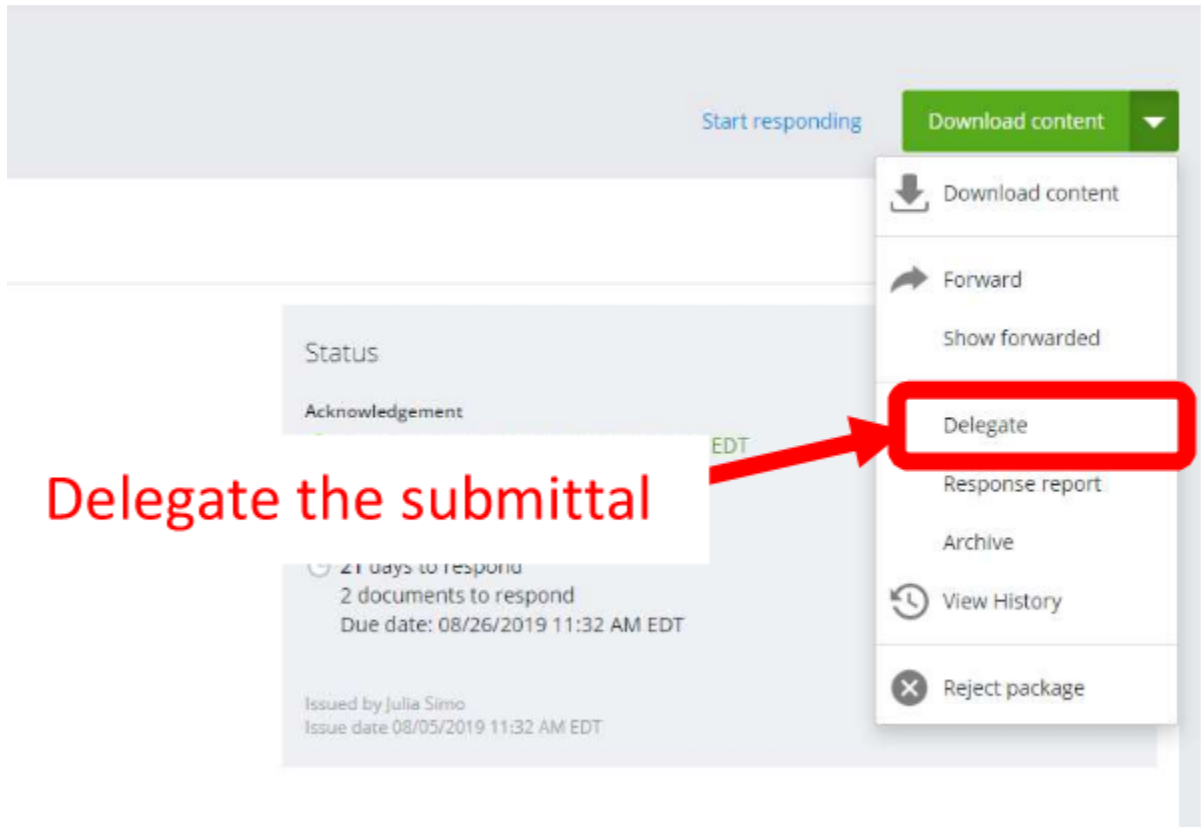


- Click on the arrow next to the Download content

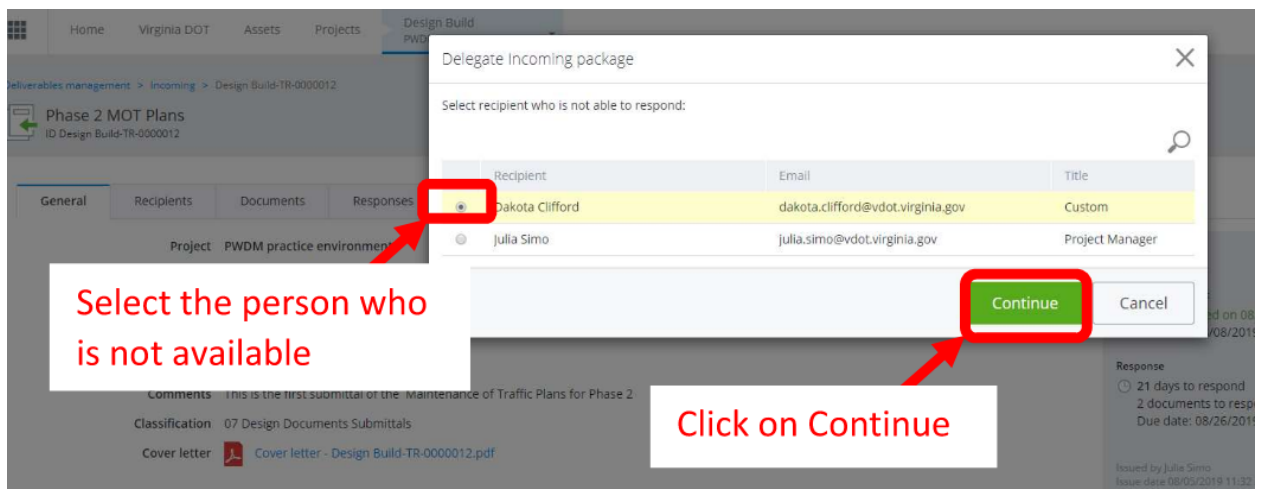


PWDM – Delegating Response Responsibility

- Click Delegate



- Select the person who is not available
- Click Continue



- Select the person that you are going to delegate the responsibility to

PWDM – Delegating Response Responsibility

- Click Confirm

Select delegate

Select delegate to respond on behalf of the recipient:

Recipient	Email	Title
<input type="radio"/> Teresa Cantrell	teresa.cantrell@vdot.virginia.gov	Custom
<input type="radio"/> Ian Millikan	ian.millikan@vdot.virginia.gov	Project Administra...
<input type="radio"/> Jeremy Kitto	jeremy.kitto@vdot.virginia.gov	Project Administra...
<input checked="" type="radio"/> Jeffrey Wyatt	jeff.wyatt@vdot.virginia.gov	Team Member
<input type="radio"/> agnieszka.howe@vdot.virginia.gov	agnieszka.howe@vdot.virginia.gov	Custom
<input type="radio"/> John Machner	john.machner@vdot.virginia.gov	Custom
<input type="radio"/> Sarah Wigle	sarah.wigle@vdot.virginia.gov	Custom
<input type="radio"/> Stephen Norford	stephen.norford@jacobs.com	Custom
<input type="radio"/> bobby.mullenax@vdot.virginia.gov	bobby.mullenax@vdot.virginia.gov	Custom
<input type="radio"/> Bonnie Trent	bragsdale.trent@vdot.virginia.gov	Custom

Select the person you are going to delegate the responsibility to

Click confirm

Confirm Cancel