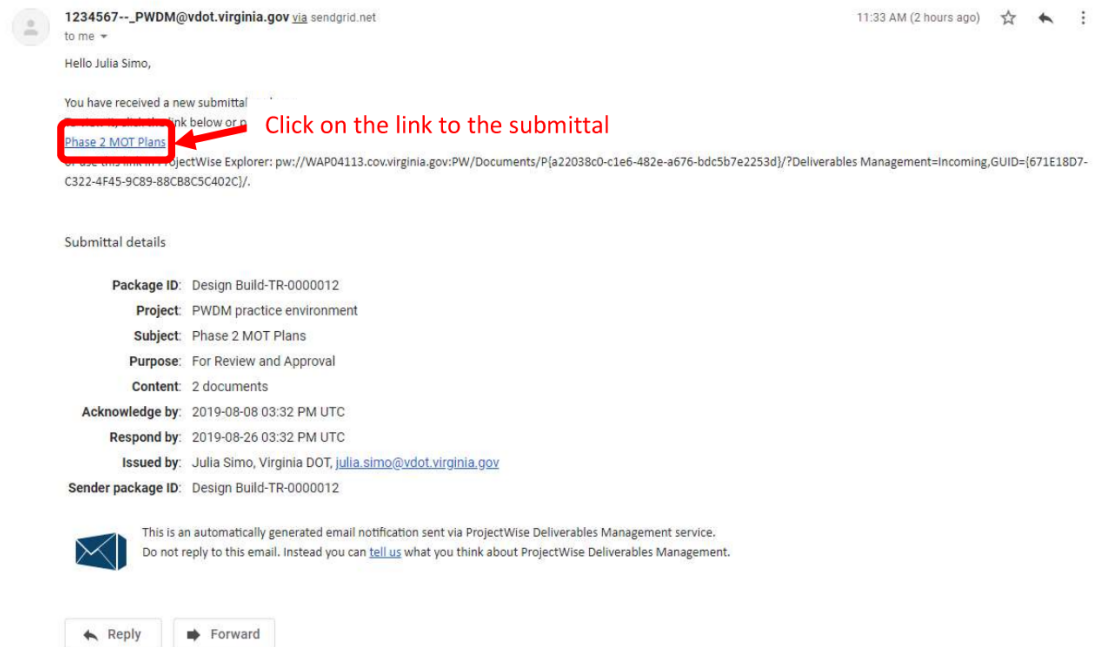


# PWDM – Delegating Response Responsibility

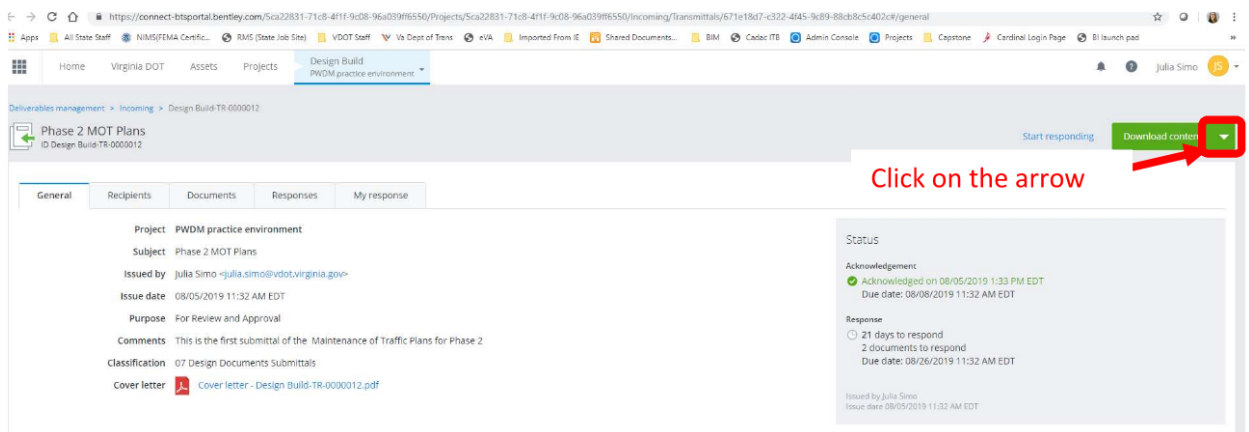
If you receive an email notification that a submittal came through and then person responsible to acknowledge is not available then you can delegate the responsibility by following the below steps.

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

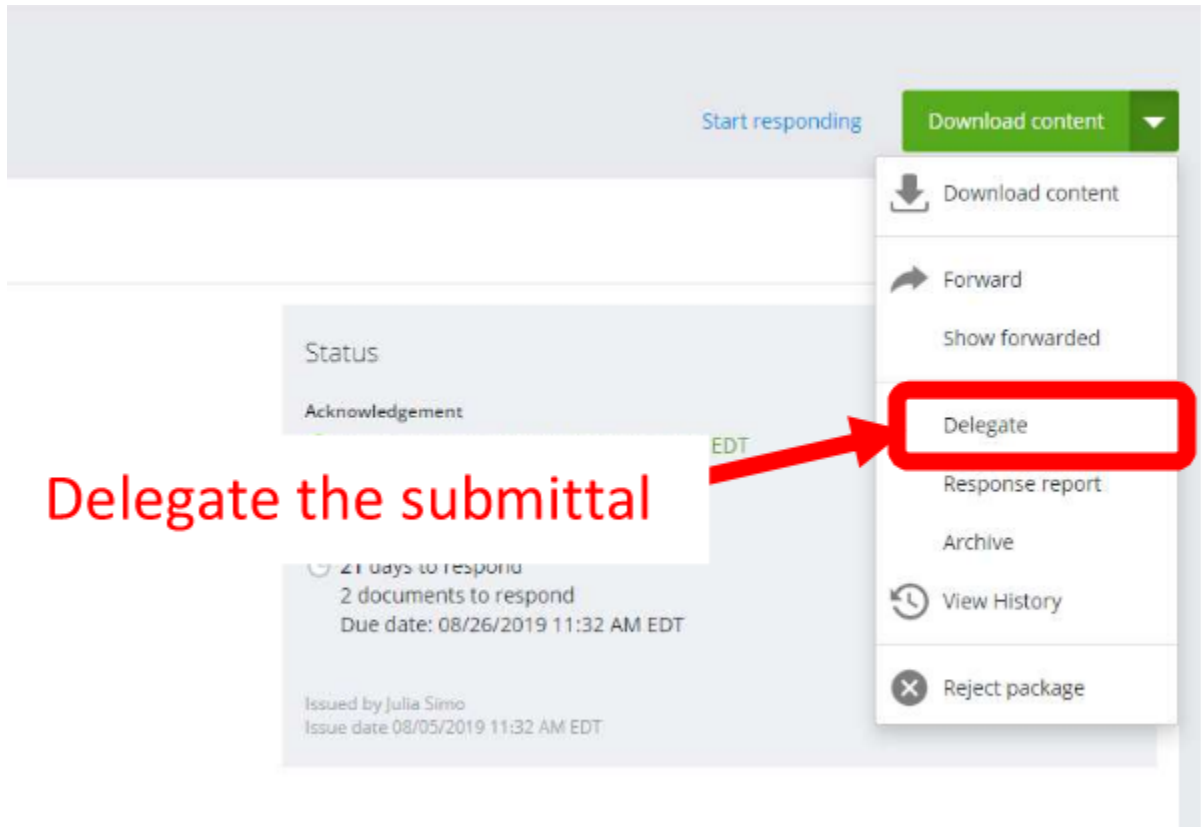


- Click on the arrow next to the Download content

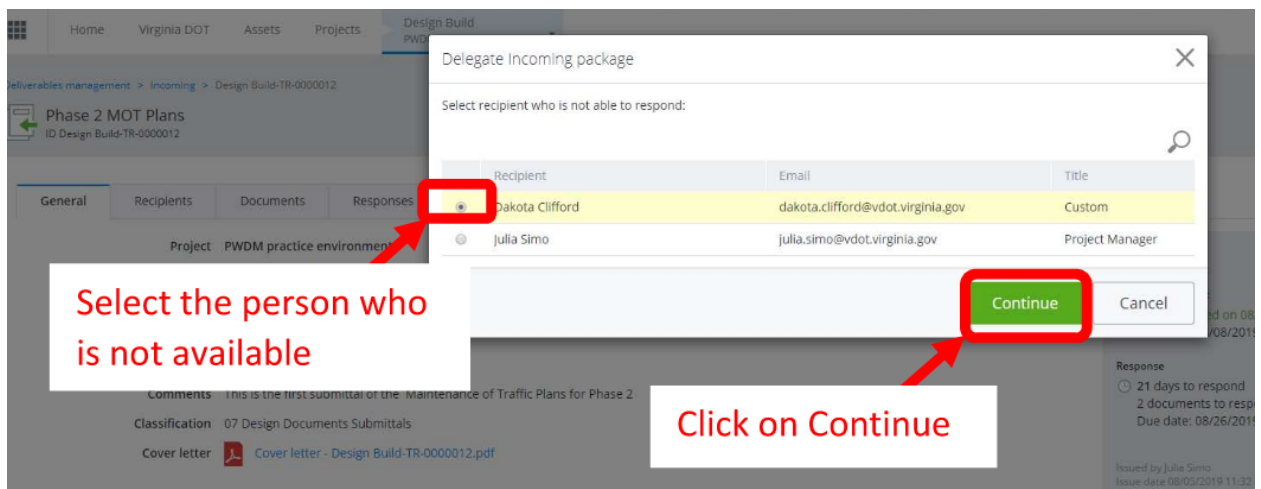


# PWDM – Delegating Response Responsibility

- 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                |

Confirm Cancel

Select the person you are going to delegate the responsibility to

Click confirm