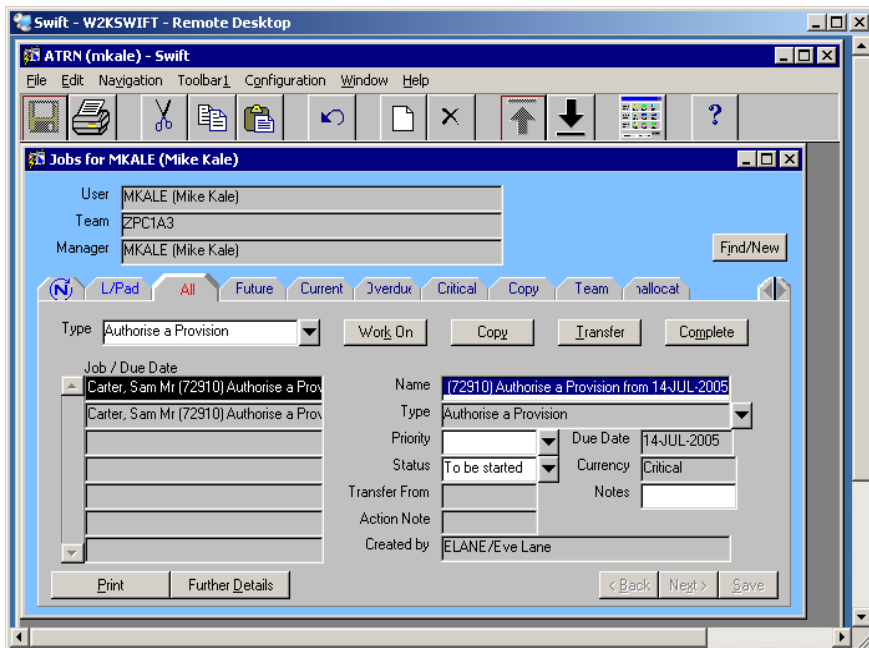


CRIB SHEET – DEPUTISING ON SWIFT

This crib sheet gives guidance about how to access another person's Swift workflow jobs, for example if the person is on holiday.

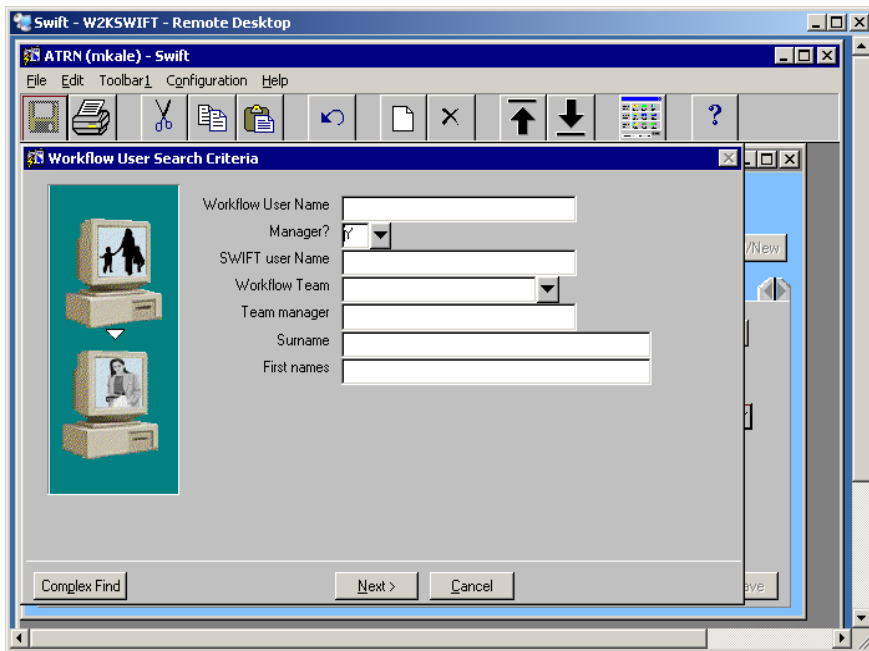
As a deputy you will be able to access any job sent to the person you are deputising for and carry out any actions on their behalf.

- Access Workflow screens from Launch Pad. The workflow screen defaults to display your own jobs.



- To access and work on the jobs belonging to a person that you are deputising for click on **Find/New**.

The following screen will be displayed:

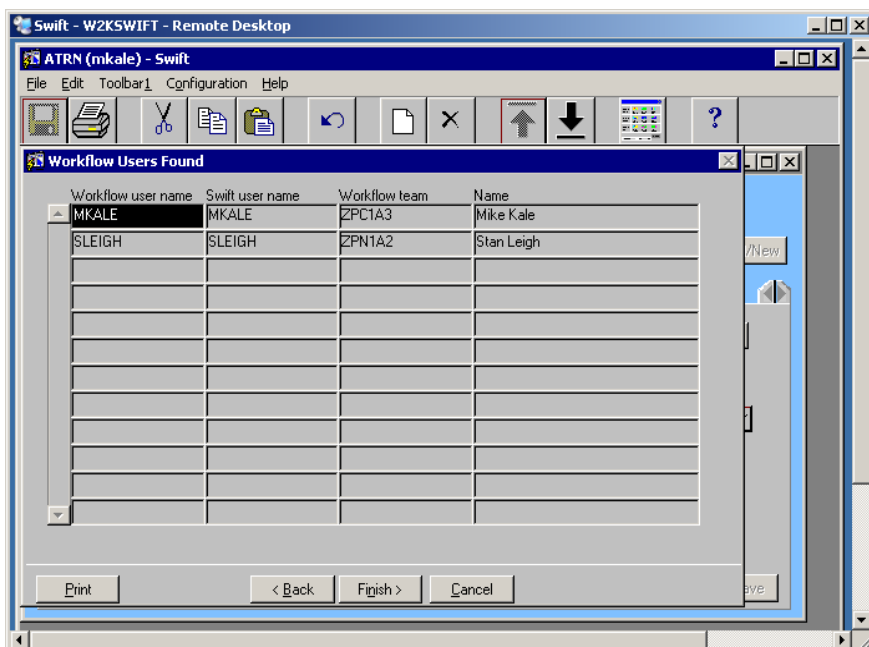


- Search for the person whose jobs you need to access by entering either their User Name or Surname using wild cards if necessary.

Note: the format for usernames in Swift is usually first initial followed by surname.

- Click on .

The following screen will be displayed:

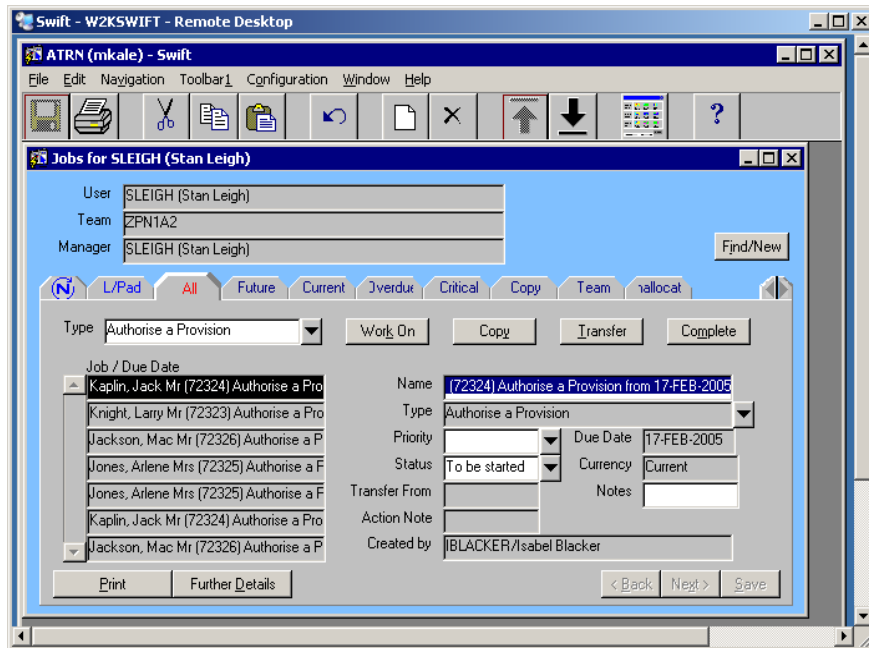


Your own name will always appear on this screen along with the person you have searched for

- Click on the name of the person from the list of workflow users found.

- Click on **Finish >**

The screen will then display the jobs for the selected person:



- Work On the jobs as required either viewing all job types or by selecting specific job types to work on.
- To return to your own jobs, click on **Find/New** and search for your own name.