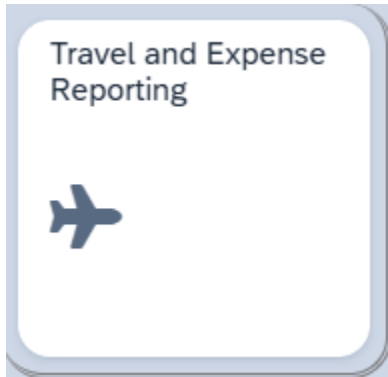
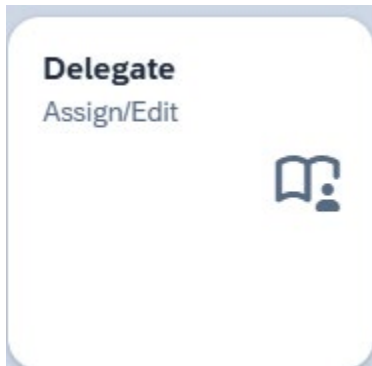


## Assign a Delegate

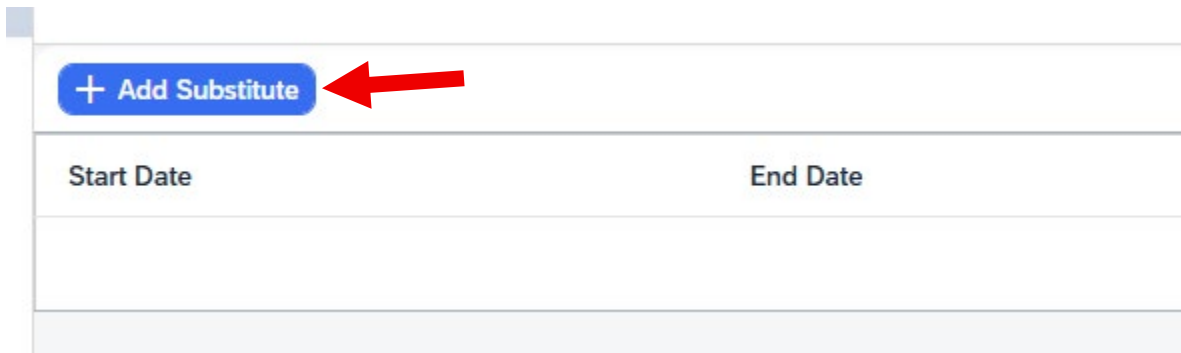
1. Log in to Firefly at <https://firefly.nebraska.edu/irj/portal/> using your UNO credentials
2. Find the “Travel and Expense Reporting Tile” and click on it



3. Find the “Delegate” tile and click on it



4. Click “Add Substitute”

A screenshot of a web interface. At the top, there is a blue button with a white plus sign and the text "Add Substitute". A red arrow points to this button. Below the button is a table with two columns: "Start Date" and "End Date". The table has a light blue header and a white body with one empty row visible.

5. Type a name in the search box and click the search icon

A screenshot of a search interface. At the top, there is a title "Search Name for Substitutes". Below the title is a search box with the text "Marian McDonald" inside. To the right of the search box is a blue magnifying glass icon. A red arrow points to this icon. Below the search box is a button labeled "Search". At the bottom of the interface, the text "No data" is displayed.

## Assign a Delegate

6. Choose the correct name from the search results

**Search Name for Substitutes**

Marian McDonald

Marian McDonald

Dept: Psychology UNO

Tel No: 402-554-2592

7. Choose “Delegate Travel Entry”

**Select Workflow Task**

**Marian McDonald**

Dept: Psychology UNO

Email: MMCDONALD@UNOMAHA.EDU

Tel No: 402-554-2592

**Selection**

Journal Entry Approvals

Position Description Approvals

Delegate Travel Entry

8. Choose the current date from the calendar for a start date

**Select Start Date**

**Marian McDonald**

Dept: Psychology UNO

Email: MMCDONALD@UNOMAHA.EDU

Tel No: 402-554-2592

Workflow type: Delegate Travel Entry

Start Date:

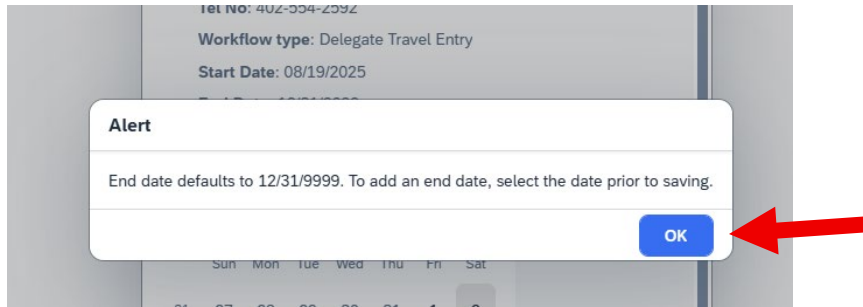
August 2025

19

Cancel

## Assign a Delegate

9. Click “OK” on the alert box; an end date is not necessary



10. Click “Save”

