

# Quick Reference Guide

## Specifying an Out-of-Office Delegate

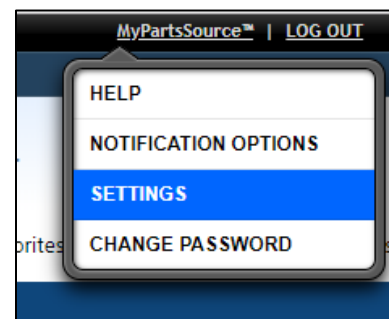
We are excited to introduce you to our newest feature, [Out-of-Office Settings](#).

Now, there's an easy way for you to identify a delegate to approve orders for you while you're out of the office or unavailable.

### Specifying Your Delegate

To identify your delegate:

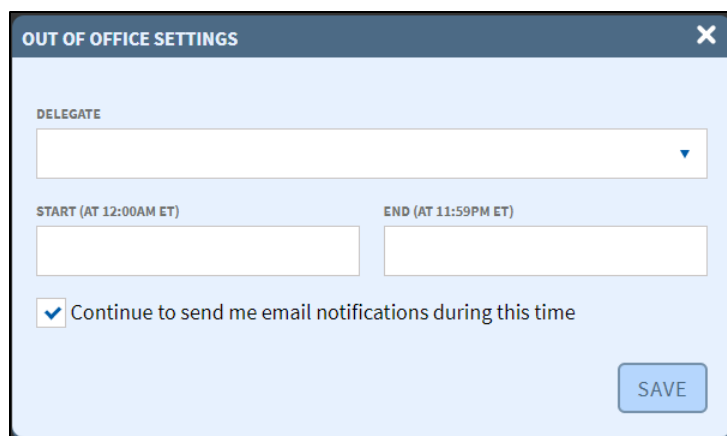
1. Log on to the PartsSource Marketplace and click [MyPartsSource](#) in the upper-right corner.
2. Click [Settings](#). The [My Settings](#) page is displayed.
3. Scroll down to the [Out of Office Settings](#) section and click [Set out of office](#).



**Note** – The [Out of Office Settings](#) section is only available to users who have [Approver](#) rights.

It is not visible to users who are not approvers.

4. The [Out of Office Settings](#) dialog box is displayed.
  - a. Use the [Delegate](#) drop-down to enter the name or e-mail address of the user who will be your delegate.
  - b. In the [Start](#) and [End](#) fields, enter the start and end dates of the period your delegate will be responding for you.
  - c. Select the [Continue to send me email notifications during this time](#) check box if you'd like to continue to receive email notifications while your delegate is acting on your behalf.

A screenshot of the 'OUT OF OFFICE SETTINGS' dialog box. The dialog has a title bar with 'OUT OF OFFICE SETTINGS' and a close button (X). Inside, there is a 'DELEGATE' field with a dropdown arrow. Below it are two date fields: 'START (AT 12:00AM ET)' and 'END (AT 11:59PM ET)'. A checkbox is checked, with the text 'Continue to send me email notifications during this time'. A 'SAVE' button is located at the bottom right.

5. Click [Save](#). The [Out of Office Settings](#) dialog box is closed, and you are returned to the [My Settings](#) page.
6. Click [Save](#) to close the [My Settings](#) page and return to the PartsSource Marketplace home page.