Selecting Alternates

Alternates are people that you choose to have the ability to perform functions within Unanet on your behalf. You manage these assignments via your Preferences menu option.

Click on Preferences

![Image of Preferences screen with selected option]

Click on Alternates

![Image of Alternates screen with selected option]

You are presented with a screen that shows the roles you are assigned to.
1. Using the filter below the 'Available Alternates' box, search for the person you want to assign. In the example below Org Code MIS was entered to bring up the list of the whole department. To pick an individual, enter the last name. Click the blue > to populate the Available Alternates list

2. Click on the name (using control if assigning more than one person as an alternate) of the person you are assigning as your alternate in the Available Alternate Box and then clicking on the role that the users would be alternates for – in this example Timecard User (role definition below the screen shot)

3. Click on the right facing arrow to add and then Save (bottom of the screen)

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Role Definitions

Timesheet User – Able to view, enter, and submit time cards
Project Manager – Able to edit project information
Resource Assigner – Able to assign people to the projects you have access to
Manager – Able to approve time for people assigned to you
Project Viewer – able to run project reports (i.e. project time details)
Viewer – able to run read only people reports (i.e. people time details)
Expense User – Able to view, enter and submit an expense report

The individuals you selected will then show in the Alternates box

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