**Approval delegate qualifications**

When you open the **Approval Delegation** wizard, the wizard generates a list of qualified operators who are eligible for approval delegation. The wizard determines operator eligibility based on the following criteria:

| **To delegate approvals for this application** | **Requires these application profile rights** | **And at least one of these capability words** |
| --- | --- | --- |
| **Change Management** | View  Can access approvals | SysAdmin  ChMAdmin  change request  change task |
| **Request Management** | View  Approvals  Approve | SysAdmin  OCMAdmin  OCMQ |
| **Service Catalog (part of Service Desk)** | View | [no capability words required] |

For example, if Change.Approver wants to delegate all approvals to another operator, the potential delegate must have the following rights and capability words:

* View and approval rights to the Change Management and Request Management applications
* View rights in the Service Desk application
* At least one of the capability words required for Change Management
* At least one of the capability words required for Request Management

If, however, Change.Approver only wants to delegate Service Catalog approvals, then potential delegates are only required to have view rights for the Service Desk application.

In some cases, you may not see any qualified operators. You may also want to delegate to an operator who is not currently on the list of qualified operators. In either case, ask your System Administrator to grant the desired operator the necessary rights to be an approval delegate.

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