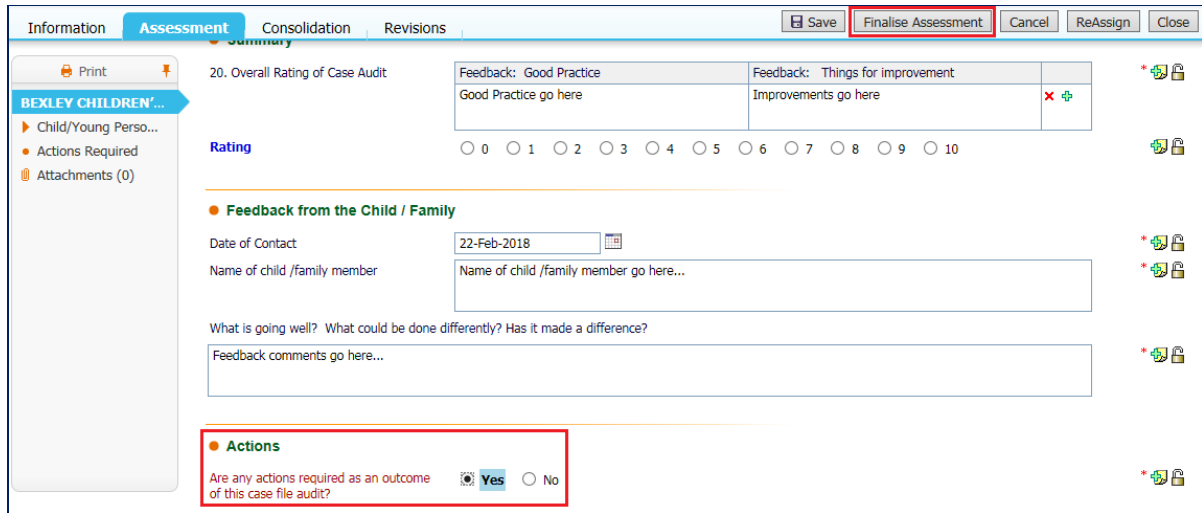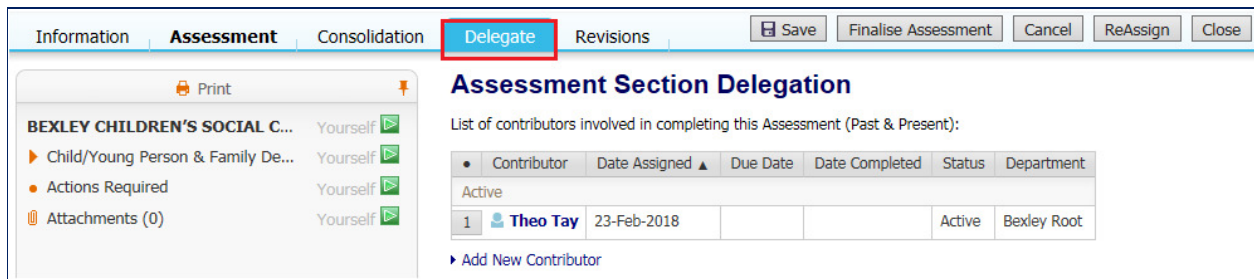**This quick guide contains guidance on how to delegate Case File Audit Actions**

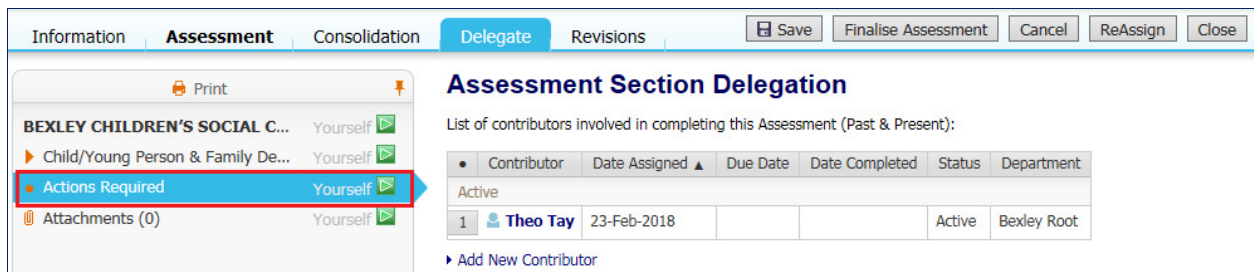## Delegate Case File Audit Actions

1. Start and complete Case File Audit as normal

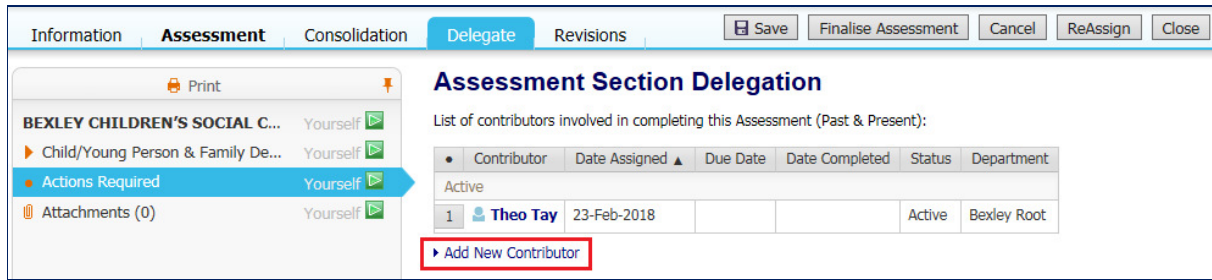2. In the **Actions** section, choose outcome as required and click **Finalise Assessment**

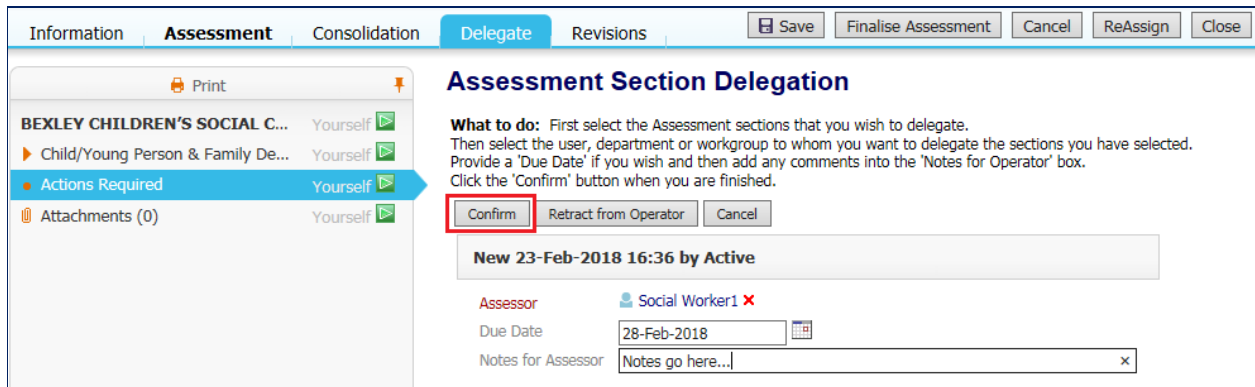3. Click the **Delegate** tab

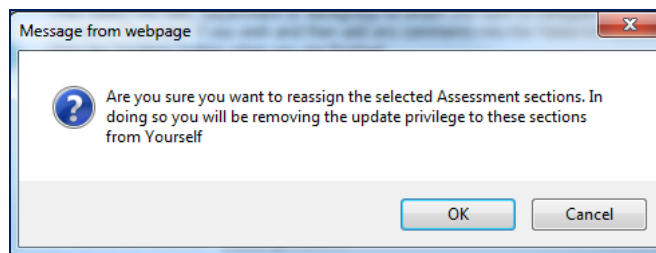4. Select **Actions Required** tab
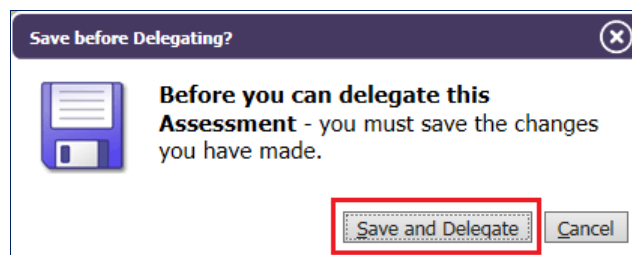
5. Click **Add New Contributor link**

6. Complete the Delegation section and click **Confirm**

7. Click **Ok**

8. Click **Save and Delegate**

Note: The **Actions Required** section will now show the delegate's name