



Delegated Release Guide

Delegated Release is a secure printing solution that empowers you to authorize delegates to release your print jobs using the Control Panel Application (CPA) without sharing passwords or credentials. Whether you're working remotely, in a meeting, or simply need someone else to collect your documents, Delegated Release ensures your sensitive information stays protected while maintaining security compliance.

Key Points

Delegated Release provides the following benefits:

- Flexibility — authorize different people to release print jobs as needed.
- Security — no need to share passwords, PINs, or badges with others.
- Efficiency — eliminates workarounds like forwarding documents or messaging.

How it Works

When you use Delegated Release, there are two key roles:

Initiator:

The person who sends a print job to the print queue and can assign it to delegates for release.

Delegate:

The person who releases the print job on behalf of the initiator using secure authentication methods.

The process works through a simple workflow:

1. Submit a print job and assign it to one or more delegates.
2. Delegates authenticate at the printer using their own credentials to release your job.

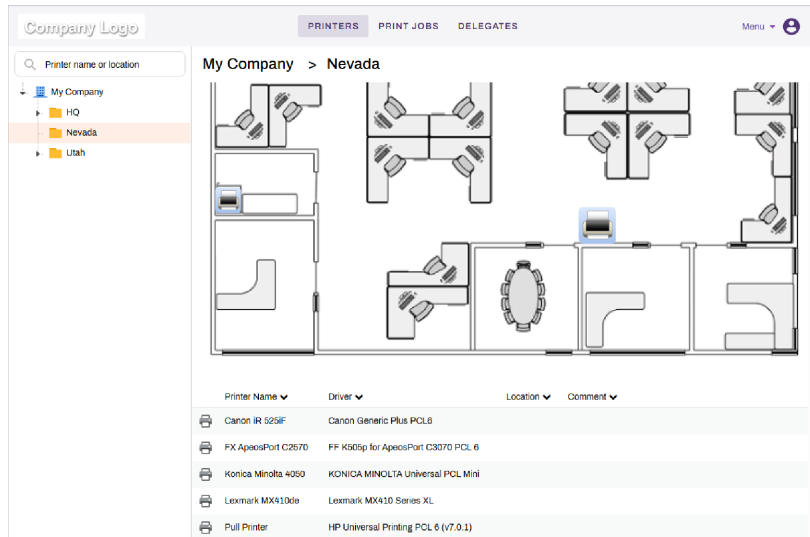
Every action is tracked and audited, so there's complete visibility into who initiated each job and who released it.

Updated Self-service Portal Overview

Delegated Release adds an enhanced navigation header to your Self-service Portal. The updated portal provides easy access to all print management tools through the following additional tabs.

Printers Tab

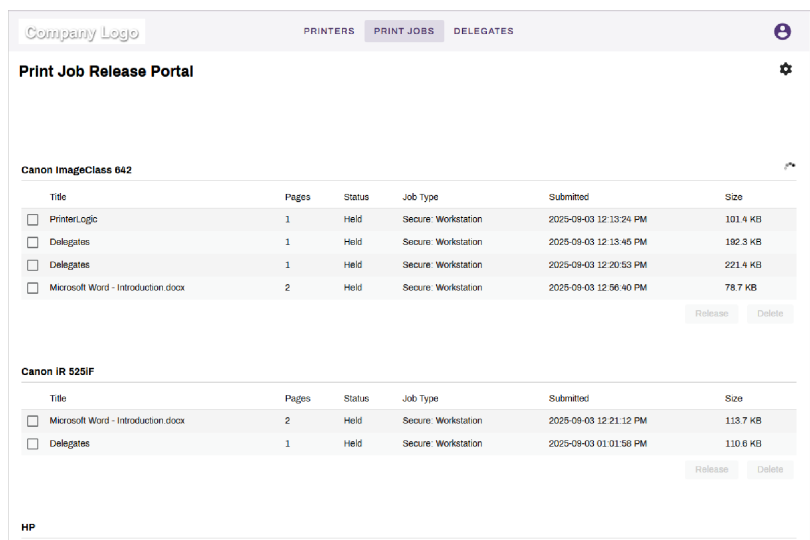
The printers tab show the tree structure with the folders and printers available to you. If configured by your administrator, you can also see a map showing where the printers are located. You can self-install printers shown on the map or by selecting from the list.



Print Jobs Tab

Access your personal print queue from the **Print Jobs** tab:

- View held jobs waiting for release.
- Release jobs directly from the portal.
- Track which jobs are still pending.

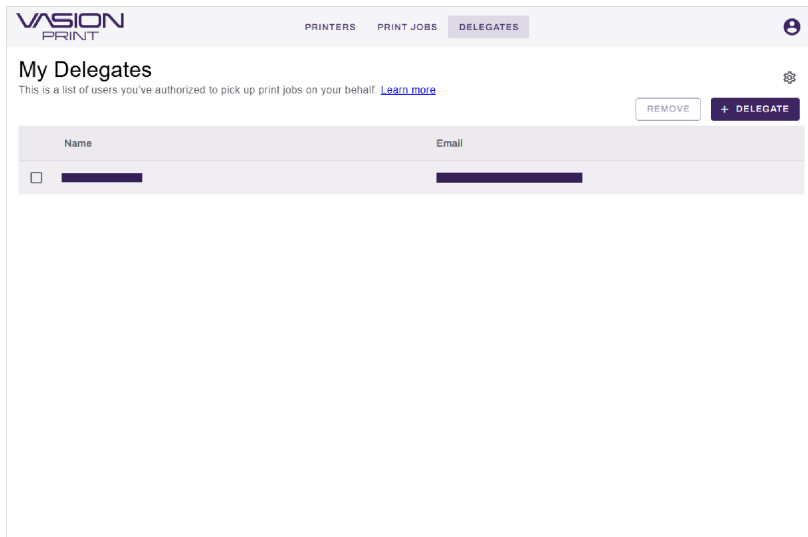


Delegates Tab

- Manage your delegation settings from the **Delegates** tab:
- View, add, and remove delegates. You can assign up to 25 delegates.
- Enable delegate selection prompts to choose which delegate can release each print job. You can still release your own print jobs after assigning delegates.



The header navigation eliminates the need to remember complex URL paths. Move between tabs to access the tools you need.



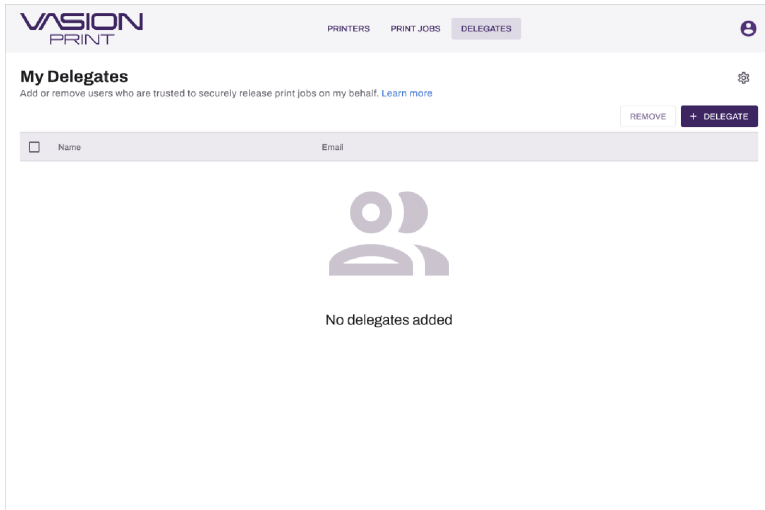
Add and Manage Delegates

Add and manage delegates who can release your secure print jobs. Delegates use their own credentials at the printer to release jobs on your behalf.



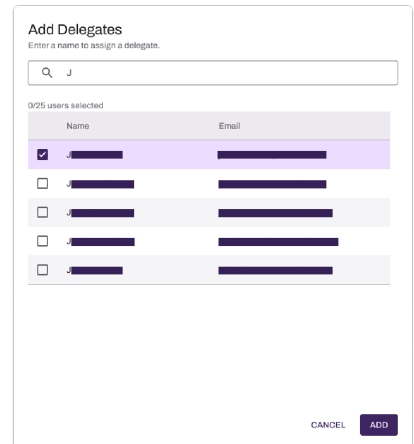
Make sure you're logged in with your IdP/LDAP credentials, not a domain-joined or local account. The user logged into the portal must match the user logged into your Vasion PrintClient.

If your administrator has enabled Delegated Release, you can see the **Delegates** tab when you access the Self-service Portal. When your administrator allow you to manage your own delegates, you can see additional options to add and remove delegates on the top-right corner.



Add Delegates

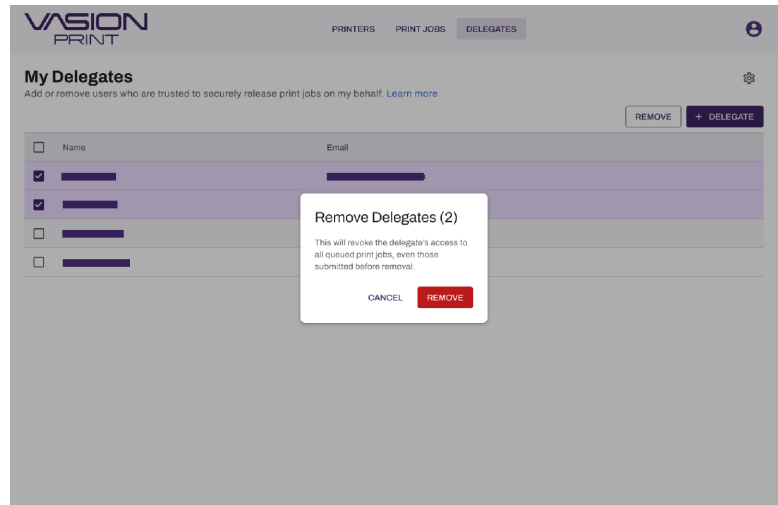
1. Access the Self-service Portal.
2. Log in to the portal using your authenticated user credentials.
3. Select the **Delegates** tab in the portal header.
4. Select **+ Delegate** on the top-right corner.
5. Search for and select the users you want to release your secure print jobs.
6. Select **Add**



Remove Delegates

1. Select the delegate you want to remove.
2. Select **Remove** on the top-right corner.
3. Select **Remove** on the confirmation modal.


This removes delegates from your list immediately and they no longer show up in the delegate selection prompt. The delegate cannot release any print jobs for the initiator, even if they were previously assigned to release a print job.

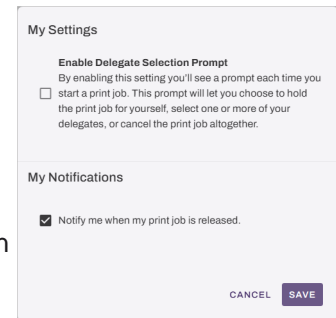


Configure Settings

You can configure the options you want when you send a secure print job. Configure your delegate selection and notification preferences from the *Delegates* page.

Enable Delegate Selection Prompts

1. Access the Self-service Portal.
2. Select the **Delegates** tab.
3. Select the **Settings** icon  on the top-right.
4. Select **Enable Delegate Selection Prompt** if you want to choose which delegates can release each print job. When disabled, all delegates are always allowed to release your print jobs.
5. Select **Notify me when my print job is released** to receive an email when the delegate has release the job at the printer.
6. Select **Save**.



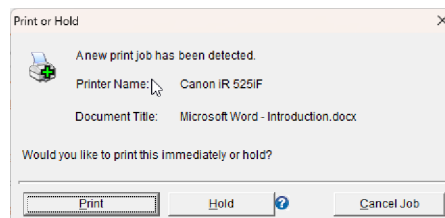
After configuring delegates, you'll see prompts when printing to secure or pull printers.

The Print Experience

Depending on how the printer is configured by your administrator and if you enabled the delegate selection prompt, here is what you can expect to see.

Print Job Options

Secure Release Print prompt modal with the options to Print, Hold, or Cancel the job. Refer to the [Secure Print Settings Guide](#) for more details.

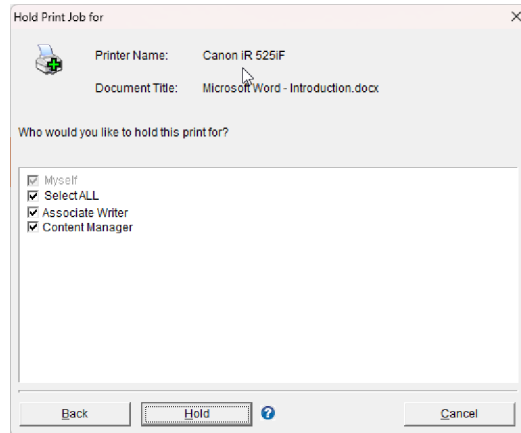


Delegate Selection

If you select **Hold**, choose which delegates can release your job:

- Myself is always selected and cannot be changed, since you always can release your own jobs.
- Select from the list of available delegates who you want to release your job.

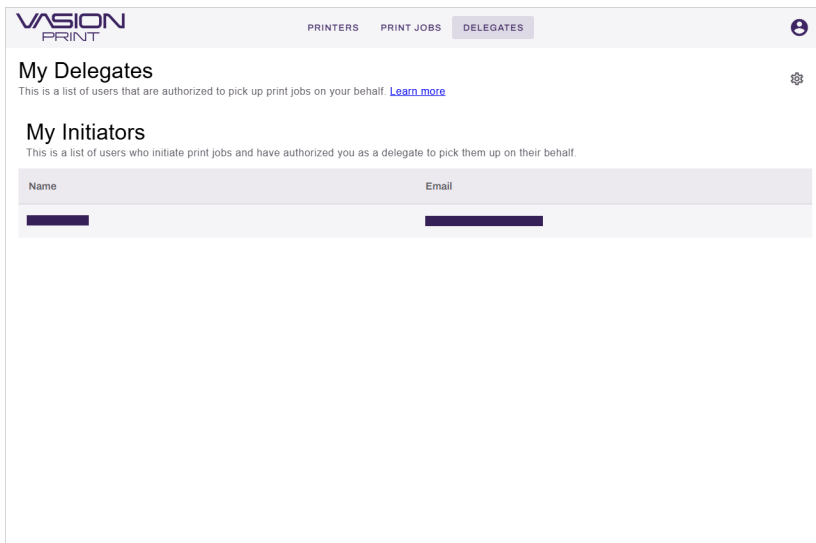
The system remembers your previous selections as defaults.



Release Delegated Print Jobs

When you're selected as a Delegate, you can securely release documents on behalf of Initiators who send a secure print job. Delegates use their own authentication credentials at the printer and release assigned print jobs by selecting them from the list, following the normal print release process.

When configured by the administrator, delegates can access the **Print Jobs** and **Delegates** tabs to see any jobs held.



However, delegates can only release jobs directly at the printer using the Control Panel Application (CPA).

Release a Held Job

1. Login to the CPA.

2. Select **Print Release**.

3. Select the desired initiator from the list.


4. Select the desired print jobs and use the **Print** button.

<input type="checkbox"/>	Title	Pages	Status	Submitted
<input type="checkbox"/>	Patient Documentation	1	Printing	07:45 AM
<input checked="" type="checkbox"/>	Hospital Documentation	12	Ready	07:45 AM
<input type="checkbox"/>	Lab Results for patient A	2	Printing	07:45 AM
<input type="checkbox"/>	HIPPA Notice	3	Ready	07:45 AM
<input checked="" type="checkbox"/>	Pharmaceutical study	4	Ready	07:45 AM
<input type="checkbox"/>	Follow up Instructions	1	Ready	07:45 AM

Configure Settings

You can enable notification preferences from the *Delegates* page.

Enable Notifications

1. Access the Self-service Portal.
2. Select the **Delegates** tab.
3. Select the **Settings** icon  on the top-right.
4. Select **Notify me when a print job is ready for delegate release** to receive an email when a print job is ready for release.
5. Select **Save**.