

LOGON AS PROXY

A user may perform work on the system on behalf of another user. To have someone else perform work on their behalf, the user must first authorize the other person as a proxy for their account. See the Personal Profile section for information about setting up proxy users.

To log on as a proxy for another person, the user clicks the Logon as Proxy selection on the Main Menu shown in **Figure 4**.

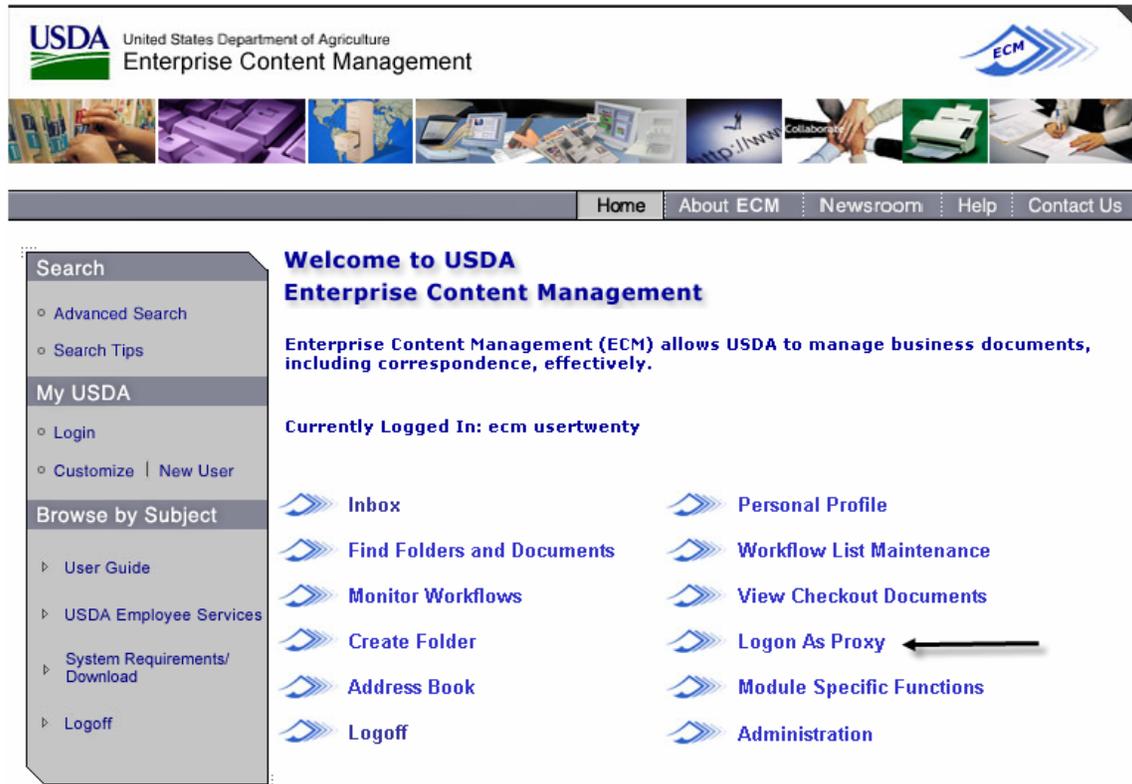


Figure 4: Logon As Proxy

The proxy logon screen is shown in **Figure 5**.

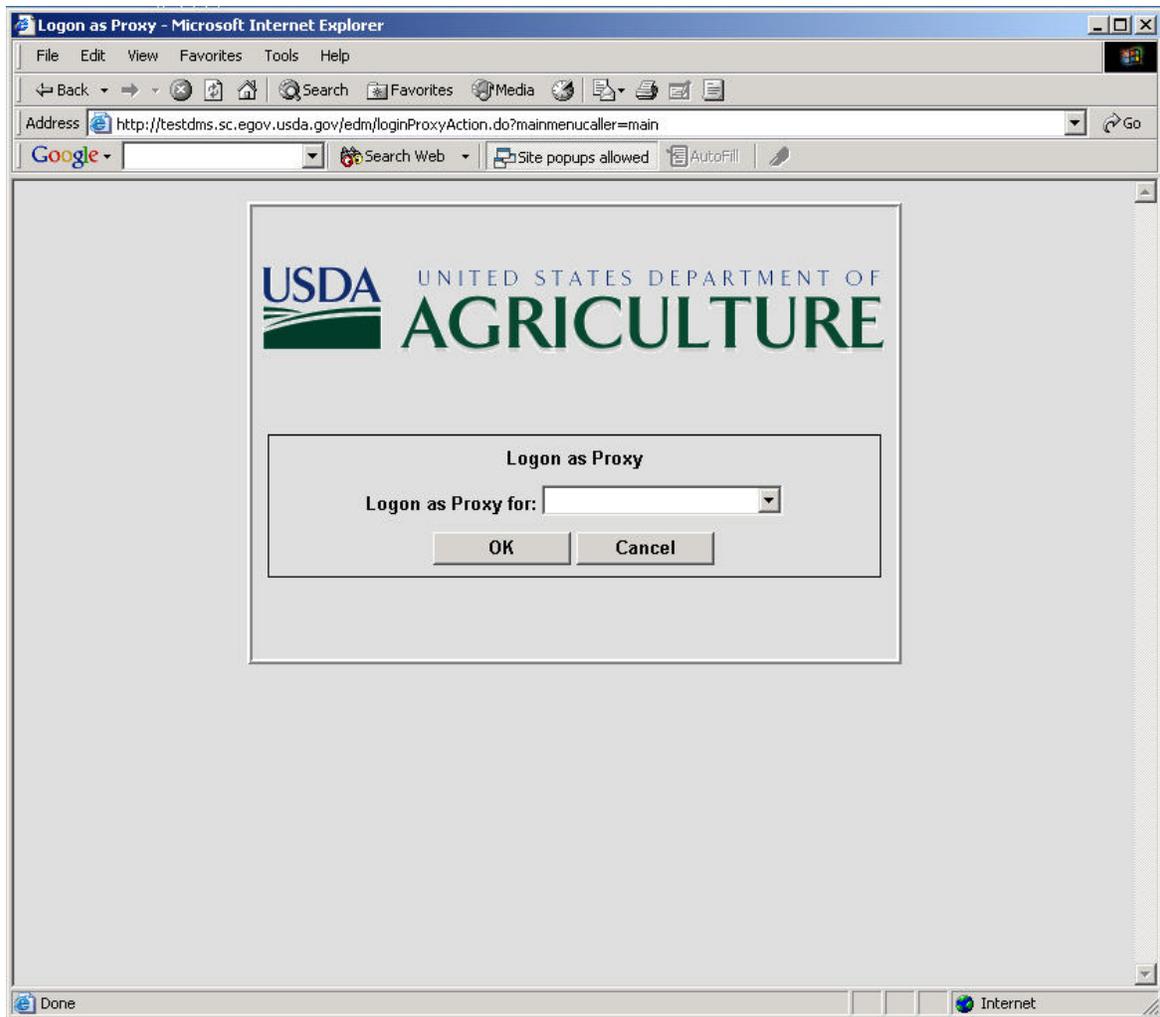


Figure 5: Logon as Proxy Screen

The 'Logon as Proxy for' field has a drop-down that lists all persons that have authorized this user to act as their proxy. The user selects one and clicks the <OK> button. This logs them in as the 'proxy'.

When logged on as Proxy for another user, the user sees the 'proxied' person's inbox and folders. The user has the 'proxied' person's privileges (except administration) and performs actions on their behalf. The user does not see a "combined" Inbox of their tasks and the 'proxied' persons tasks.

To stop acting as proxy the user goes back to the Main Menu, clicks the Logoff as Proxy option, selects 'No Proxy' from the 'Logon as Proxy for' drop-down and clicks the <OK> button. Now the user is returned to their own inbox, folders and privileges.

The proxy function is handled by the application, not the e-Authentication system.