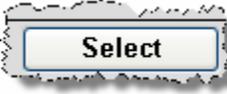


Adding a Proxy

The following steps allow you to add a proxy in ECM.

Step	Action	Look For
1.	From the ECM main menu, select Personal Profile .	
2.	Select Proxy .	
3.	To add a proxy, click Select For Add .	
4.	From the Find User screen, search for the desired user by entering the Last and First Names.	
5.	Select Search .	
6.	Highlight the user.	
7.	Click Select .	
8.	Click the From calendar icon.	
9.	Select the date the proxy gains access.	

Step	Action	Look For
10.	Click the To calendar icon.	
11.	Select the date the proxy loses access.	
12.	Select Add/Update .	

Removing a Proxy

The following steps allow you to remove a proxy in ECM.

Step	Action	Look For
1.	From the Staff With Your Proxy section, highlight the proxy you wish to remove.	 A screenshot of a table with columns: Name, First, Last, Application. The first row is highlighted in blue and contains the text: George Washington, 04/11/2007, 04/13/2007, Correspondence Management.
2.	Select Remove .	 A rectangular button with a blue border and a white background, containing the word "Remove" in bold black text.

Logging in and out as a Proxy

The following steps allow you to logon to ECM as a proxy for another user.

Step	Action	Look For
1.	From the ECM main menu, select Logon As Proxy .	
2.	From the Logon as Proxy for screen, select the user for whom you are logging on as a proxy.	
3.	Select OK .	
4.	ECM will note that you are logged in as a proxy in the Currently Logged In line on the ECM main menu.	
5.	When work as a proxy has been completed, from the ECM main menu, select Logoff As Proxy .	
6.	From the Logon as Proxy screen, select No Proxy .	
7.	Select OK .	
8.	Note that after logging off as a proxy, the Currently Logged In line on the ECM main menu displays only your name.	