

ASSIGN PROXY

Assigning someone as your proxy gives that person the same WFS rights/responsibilities you have as a user. The person you assign as proxy should not be a person who will be submitting vouchers for your approval. The proxy will not work correctly. You cannot perform WFS approvals while someone has your proxy. To assign proxy, the user enters the operator ID of the person who will be the proxy and the start/end dates. Also, please inform the person who you assigned as your proxy so there are no surprises when workflow emails start.

Smart Solutions > Smart Workflow > Setup > Assign Proxy

Assign Proxy User

User ID: JHICKS

Description: Hicks,Julia

Disable Proxy

Email User

DO NOT UNCHECK EMAIL USER BOX. THIS CONTROLS EMAILS RELATED TO WORKFLOW. IT HAS NOTHING TO DO WITH PROXY.

Proxy User Preferences

*Proxy User ID:

Effective Date From:

Effective Date To:

Click magnifying glass icon.

Save

Look Up Proxy User ID

Search by:

User ID

begins with

pm

Look Up

Cancel

[Advanced Lookup](#)

Search Results

View All First -1-2 of 2 Last

User ID Description

[PIMARK](#) Mark, Peter A.

[PMELLEY](#) Melley, Patrice Tracy

Assign Proxy User

User ID: JHICKS

Description: Hicks,Julia

Disable Proxy

Proxy User Preferences

*Proxy User ID:

PMELLEY

Effective Date From:

07/19/2009

Effective Date To:

07/25/2009

Enter dates for proxy. A proxy takes effect as soon as soon as it is saved.

Save

DO NOT FORGET TO SAVE!