

Ambulatory Practice Managers, Physicians, Residents, and Providers without co-sign have the ability to manually assign Message Center proxies from one user to another, without the need to log a help desk ticket.

## Assigning Proxies

**STEP 1:** Navigate to Message Center. 

**STEP 2:** Select the Proxies tab.

**STEP 3:** Click the Manage button.

**STEP 4:** Click the Manage button in lower right of the pop-up Set-Up window.

**STEP 5:** Search for the user you wish to allow proxy access to be **taken from** in the Allow Proxy to be Taken From field.

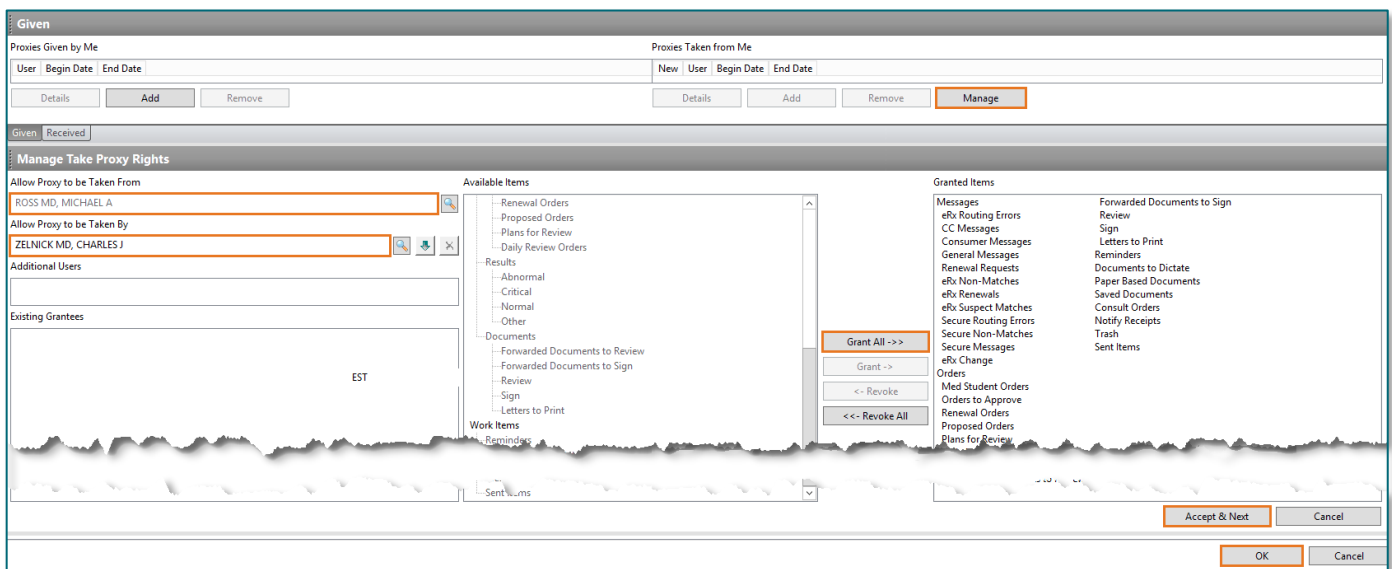
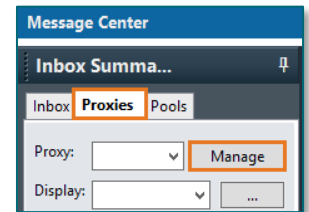
**STEP 6:** Type your name or search for the user you wish to allow to **receive** proxy access from the user indicated in the previous field in the Allow Proxy to be Taken By field.

- To grant proxy access to *more than one user*, click the down arrow 

**STEP 7:** Select the Grant All - >> button.

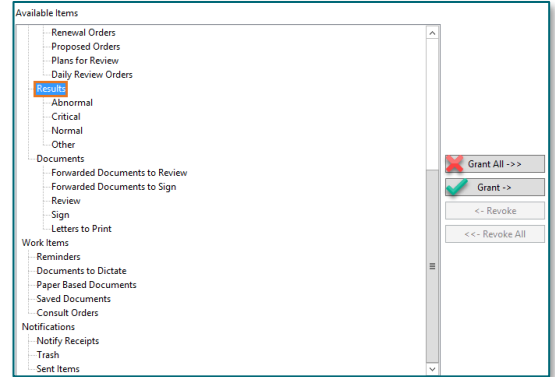
**STEP 8:** Click Accept & Next.

**STEP 9:** Click OK.



**NOTE:** You may select individual areas of the inbox to proxy if the receiving user does not need to access all items.

For example, if Results are the only thing needed to be seen, select *Results* and the *Grant ->* button to move only that item of the Message Center to be viewable.



## Recipient Taking Proxy Access

Once proxy access has been granted, the user(s) who have been granted access must add the proxy to their list.

**STEP 1:** Navigate to Message Center. 

**STEP 2:** Select the Proxies tab.

**STEP 3:** Click the Manage button.

**STEP 4:** Click the Received tab in the bottom left corner of the Set-Up window.

**STEP 5:** Select the Add button under the Proxies Taken by Me section.

**STEP 6:** Select the User drop down and select the inbox you can take proxy access of.

**STEP 7:** Adjust the End Date to a future year.

**STEP 8:** Click Grant All ->> button.

**STEP 9:** Click Accept & Next.

**STEP 10:** Click OK.

- The new proxy is available to select in your message center Proxy drop down.

