

# Message Centre Proxy

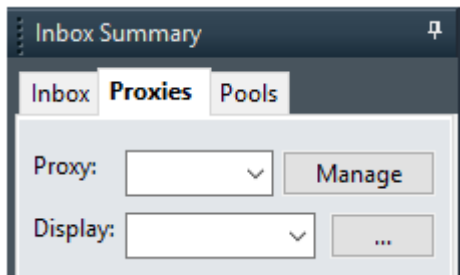
## Message Centre Proxy

The *Message Centre's Proxy* function enables an individual to access another clinician's message centre to endorse results, co-sign orders, and review and sign documentation. It is possible to give proxy access and take proxy access.

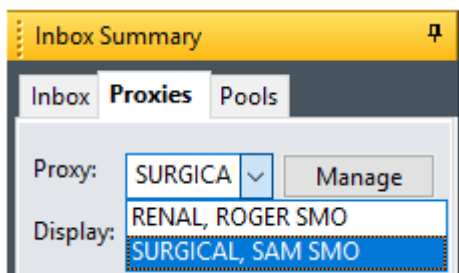
### Viewing Proxies

Accounts that you have proxy access to will not appear as a part of your Inbox. You will need to look at each proxy individually.

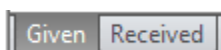
1. Select the *Proxies* tab.



2. The drop-down menu beside *Proxy* will show all of the accounts that you have proxy access to. Select an individual from this list to see their inbox.



3. The *Display* drop-down menu can be used to change the timeframe.
4. To see the status of all your proxies, i.e. those you've given and received, click *Manage*.
5. In the bottom left-hand corner are tabs that indicate whether you are looking at proxies you have *Given* or *Received*.



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- On the *Given* page, the left pane shows *Proxies Given by Me* (i.e. proxies you have specified should be granted to another user) and the right pane shows *Proxies Taken from Me* (i.e. proxies that have been taken by another user).

| Proxies Given by Me    |                        |                        | Proxies Taken from Me |                       |                        |                        |
|------------------------|------------------------|------------------------|-----------------------|-----------------------|------------------------|------------------------|
| User                   | Begin Date             | End Date               | New                   | User                  | Begin Date             | End Date               |
| ANAESTHETIC, ANNIE SMO | 01-Sep-2020 13:52 AEST | 01-Oct-2020 13:52 AEST | !                     | OBSTETRIC, OLIVIA SMO | 01-Sep-2020 13:56 AEST | 01-Oct-2020 13:56 AEST |

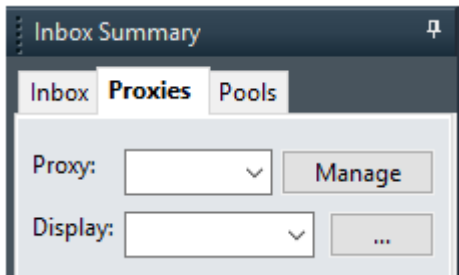
- On the *Received* page, the left pane shows *Proxies Received by Me* (i.e. proxies another user has specified should be granted to you) and the right pane shows *Proxies Taken by Me* (i.e. proxies you have taken from another user).

| Proxies Received by Me |                        |                        | Proxies Taken by Me |                        |                        |
|------------------------|------------------------|------------------------|---------------------|------------------------|------------------------|
| User                   | Begin Date             | End Date               | User                | Begin Date             | End Date               |
| ONCOLOGY, OSCAR SMO    | 01-Sep-2020 13:56 AEST | 01-Oct-2020 13:56 AEST | SURGICAL, SAM SMO   | 01-Sep-2020 13:47 AEST | 01-Oct-2020 13:47 AEST |
|                        |                        |                        | RENAL, ROGER SMO    | 01-Sep-2020 13:48 AEST | 01-Oct-2020 13:48 AEST |

## Giving Proxy Access

A user can grant access to their *Message Centre* to other users through proxy.

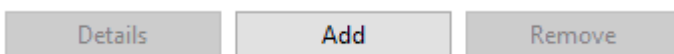
- Select the *Proxies* tab.



- Select *Manage*.
- Select *Given*.



- Select *Add* under the left pane.



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5. Search for the user that is to be given proxy access.

User



Click on the magnifying glass icon to open a search window. Proxies can be granted to multiple users by clicking the down arrow after a user has been found to add them as *Additional Users* and then search for the next required user.

6. Adjust the date range for the proxy to be given. This defaults to one month.

Begin Date



End Date



7. Select the items you wish to grant proxy access to and select *Grant ->* or select *Grant All ->>* to grant access to all items.



Items can be removed from the *Granted Items* list by selecting individual items and clicking *<-Revoke* or clicking *<<-Revoke All*.

8. Click *Accept & Next*.

9. Click *OK*.

This user has now been given access to this *Message Centre*.

# Message Centre Proxy

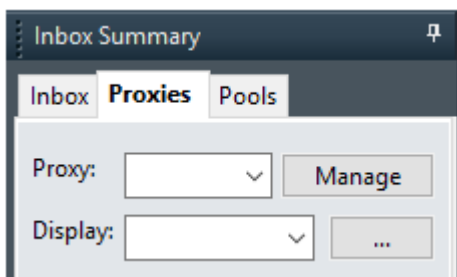
## Taking Proxy Access

A user can take proxy access of another user's message centre, for example during unplanned leave.



A user's permission is not required to take proxy access. Users receive a notification in their inbox if proxy access of their *Message Centre* is taken.

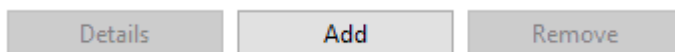
1. Select the *Proxies* tab.



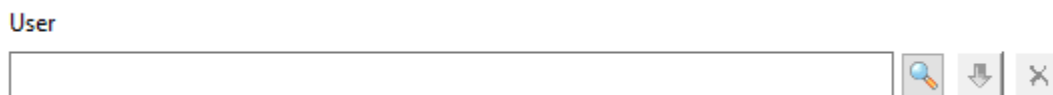
2. Select *Manage*.
3. Select *Received*.



4. Select *Add* under the right pane.



5. Search for the user to take proxy access from.



Click on the magnifying glass icon to open a search window. Proxies can only be taken from one user at a time.

6. Adjust the date range for the proxy to be taken. This defaults to one month.



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Begin Date

01-Sep-2020 1402

End Date

01-Oct-2020 1402

7. Select the items you wish to take proxy access for and select *Grant ->* or select *Grant All ->>* to take access for all items.

Grant All ->>

Grant ->

<- Revoke

<<- Revoke All



Items can be removed from the *Granted Items* list by selecting individual items and clicking *<-Revoke* or clicking *<<-Revoke All*.

8. Select *Accept & Next*.

Accept & Next Cancel

9. Click *OK*.

OK Cancel

The proxy will be accessible from the *Proxies* tab.

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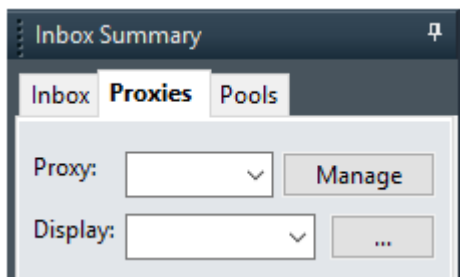
## Revoking Proxy Access

When another user no longer requires access to your *Message Centre* or when you no longer require access to another user's *Message Centre*, it is necessary to remove the user account from proxy.

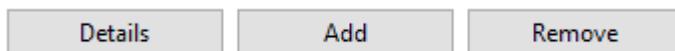


It is the responsibility of the user to manage their proxies. Remember to remove proxies from the *Message Centre* when they are no longer required.

1. Select the *Proxies* tab.



2. Select *Manage*.
3. Locate and select the user under *Given* — for proxies that you have given or that have been taken from you — or under *Received* — for proxies you have been given or that you have taken.
4. Select *Remove*.



5. Click *OK*.



Proxy access to the *Message Centre* has now been revoked.