

Documentation - Message Centre Proxies

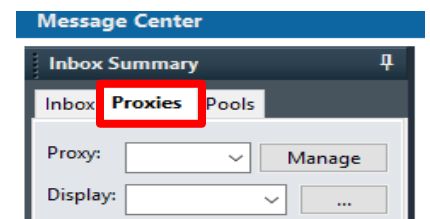


This Quick Reference Guide will explain how to:

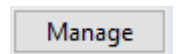
- Set up a proxy for Message Center
- A proxy allows another user to read messages sent directly to you
- Remove a proxy from your inbox

Adding a Proxy to your Inbox

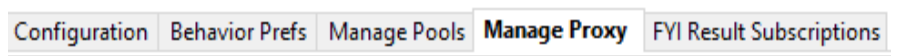
1. Open **Message Center** and click on **Proxies** in **Inbox Summary**



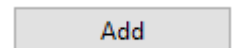
2. Click on **Manage**



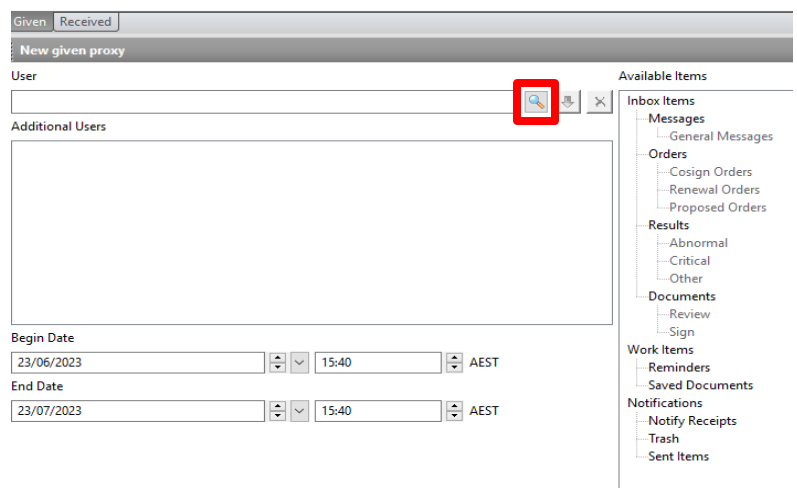
3. Pop up opens, select **Manage Proxy**



4. Select **Add**



5. Under **New given proxy**, use the magnifying glass to search for the individual you wish to be your proxy



6. **Provider Selection** pop up opens, enter details of desired proxy then click **Search**

Last name: First name:



7. Select the correct individual and click **OK**

| Name | Organizations | Aliases | Positions |
|-------------------------------------|-------------------|---------|-----------------------|
| Cernertest, Allied Health - OT P2 2 | WHS Footscray ... | | Allied Health - OT P2 |

OK

8. The **User** field is now populated

User

Cernertest, Allied Health - OT P2 2

9. Set **Begin Date** and **End Date** for the nominated proxy to have access to your inbox

Begin Date AEST

End Date AEST

10. Select item/s that you wish to provide access to and select **Grant**, or select **Grant All** for access to all available items

Available Items

- Inbox Items
 - Messages
 - General Messages
 - Orders
 - Cosign Orders
 - Renewal Orders
 - Proposed Orders
 - Results
 - Abnormal
 - Critical
 - Other
 - Documents
 - Review
 - Sign
- Work Items
 - Reminders
 - Saved Documents
- Notifications
 - Notify Receipts
 - Trash
 - Sent Items

Grant All ->>

Grant ->

Items granted access to will appear under **Granted Items**, click **Accept & Next**, then **OK** to confirm proxy access

Granted Items

- Messages
- Orders
- Results
- Documents
- Reminders
- Saved Documents
- Notify Receipts
- Trash
- Sent Items

OK

Accessing a Proxy Inbox

1. Open **Message Center** and click on **Proxies** in **Inbox Summary**

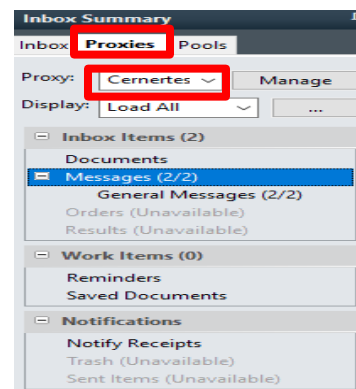
2. Use the drop-down list to select the inbox that you wish the review

Proxy:

Display:



3. The selected inbox is displayed

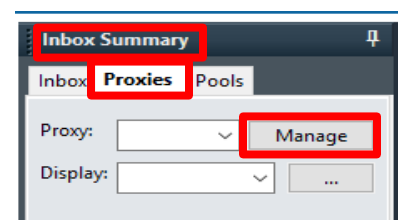


4. Selected items are displayed to the right

| Create Da... | Due Date | From | Patie... | Pri... | Subject |
|-----------------|----------|-------------|----------|--------|-------------------|
| 26/06/2023 1... | | Cernerte... | | | Proxy Message QRG |

Removing a Proxy Inbox

1. Navigate to **Inbox Summary > Proxies > Manage**



2. Pop up opens, select **Manage Proxy** tab and select the **Proxy** you wish to remove

Configuration Behavior Prefs Manage Pools **Manage Proxy** FYI Result Subscriptions

Given

Proxies Given by Me

| User | Begin Date | End Date |
|-------------------------------------|---------------------|---------------------|
| Cernertest, Allied Health - OT P2 2 | 23/06/2023 16:16:00 | 23/07/2023 16:13:00 |

3. Click **Remove**

