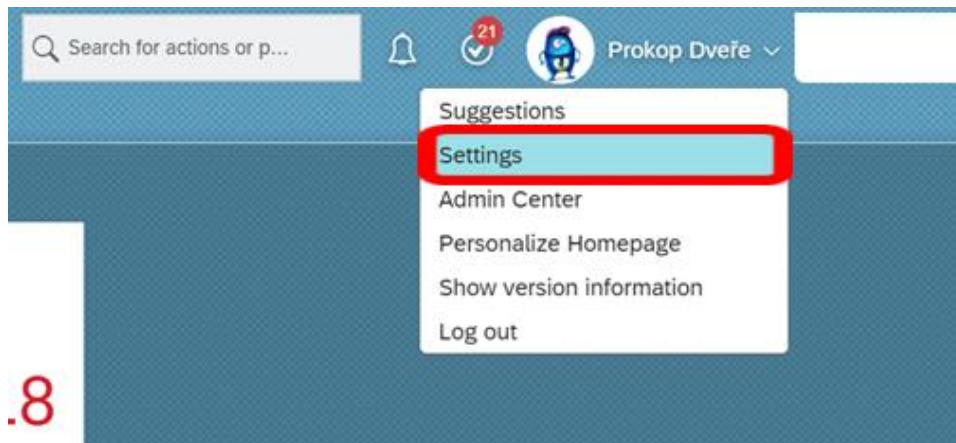


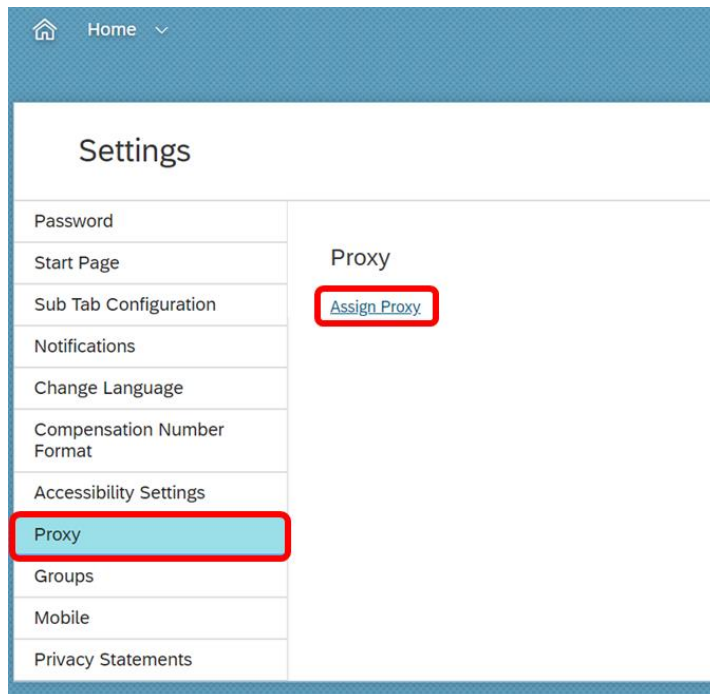
## Delegation

Assigned proxy:

Choose „Settings” in a profile:



In a next step click on „Proxy” and „Assign Proxy”:



Choose your proxy through „Find User” button.

## Proxy

Successfully deleted proxy Tomáš Marný.

You currently have no proxy.

Proxy (username):

### Find User

**Search for a User**

First Name:

Last Name:

Employees:  ▾

Division:  ▾

Department:  [Custom Select >>](#)

Location:  ▾

[More options...](#)

(searching only with diacritic)

### Select a User

**Select a User**

> Display Options

Name	Position Title
<input checked="" type="radio"/> Tomáš Marný	Recruitment Manager

Choose areas, where you would like to be proxy and click on „Save”:

Proxy

Successfully deleted proxy Tomáš Marrý.

You currently have no proxy.  
Proxy (username):  [Find User...](#)

**Grant Proxy Rights:**  
Grant rights to the following modules/tabs:

Total Goal Management       Employee Central V2 + Employee Profile       Performance Manager Forms       Admin Tools       Directory  
 Private Objectives       Private Data For Proxy Account Holder  
 Career Development Planning  
 360       Compensation       Reports/Dashboards       Planning       Recruiting  
 Goals Tab       Organization chart       Calibration       Learning       BPE Task Execution  
 Continuous Performance Management       Performance Tab       Home Page Tab       Options (Mobile)       Employee Profile  
 Notes

Saving will grant proxy access as per above criteria selection.

English title	Purpose
<b>Total Goal Management</b>	access to goal management in PMGM module
<b>Private Objectives</b>	access to private goals in PMGM module
<b>Career Development Planning</b>	access to development goals in PMGM module
<b>Compensation</b>	access to Compensation module
<b>Learning</b>	access to Learning module
<b>Employee Profile</b>	access to employees profiles
<b>Employee Central V2 +Employee Profile</b>	access to employee central data
<b>Private Data For Proxy account Holder</b>	please do <b>NOT CHECK</b> , there is data visibility of owners profile
<b>Reports/Dashboards</b>	access to report center
<b>BPE Task Execution</b>	Business Process Management – NOT ACTIVATED
<b>Notes</b>	NOT ACTIVATED
<b>Performance Manager Forms</b>	access to forms in PMGM module
<b>Planning</b>	access to Planning, Succession & Development – not available
<b>Performance Tab</b>	access to performance card in PMGM module
<b>Admin Tools</b>	access to Admin center
<b>Recruiting</b>	access to Recruiting module
<b>Home Page Tab</b>	access to home page of profile owner
<b>Directory</b>	access to searching “Directory” in company info
<b>Organization Chart</b>	access to organization environment
<b>Options (Mobile)</b>	<b>NOT CHECK</b> , option to fill bank account to mobile app

This is how assigned proxy look like:

### Proxy

These are your current proxies:

Proxy List		Full Name	Delete	
<input type="radio"/>	Tomáš Marný		<input type="checkbox"/>	
<b>Granted Proxy Rights:</b>				
<input type="checkbox"/> All Modules	<input checked="" type="checkbox"/> Employee Central V2 + Employee Profile	<input type="checkbox"/> Performance Manager Forms	<input type="checkbox"/> Admin Tools	<input type="checkbox"/> Directory
<input type="checkbox"/> Total Goal Management	<input type="checkbox"/> Private Data For Proxy Account Holder			
<input type="checkbox"/> Private Objectives				
<input type="checkbox"/> Career Development Planning				
<input type="checkbox"/> 360	<input type="checkbox"/> Compensation	<input type="checkbox"/> Reports/Dashboards	<input type="checkbox"/> Planning	<input type="checkbox"/> Recruiting
<input type="checkbox"/> Goals Tab	<input type="checkbox"/> Organization chart	<input type="checkbox"/> Calibration	<input type="checkbox"/> Learning	<input type="checkbox"/> BPE Task Execution
<input type="checkbox"/> Continuous Performance Management	<input type="checkbox"/> Performance Tab	<input checked="" type="checkbox"/> Home Page Tab	<input type="checkbox"/> Options (Mobile)	<input checked="" type="checkbox"/> Employee Profile
<input type="checkbox"/> Notes				

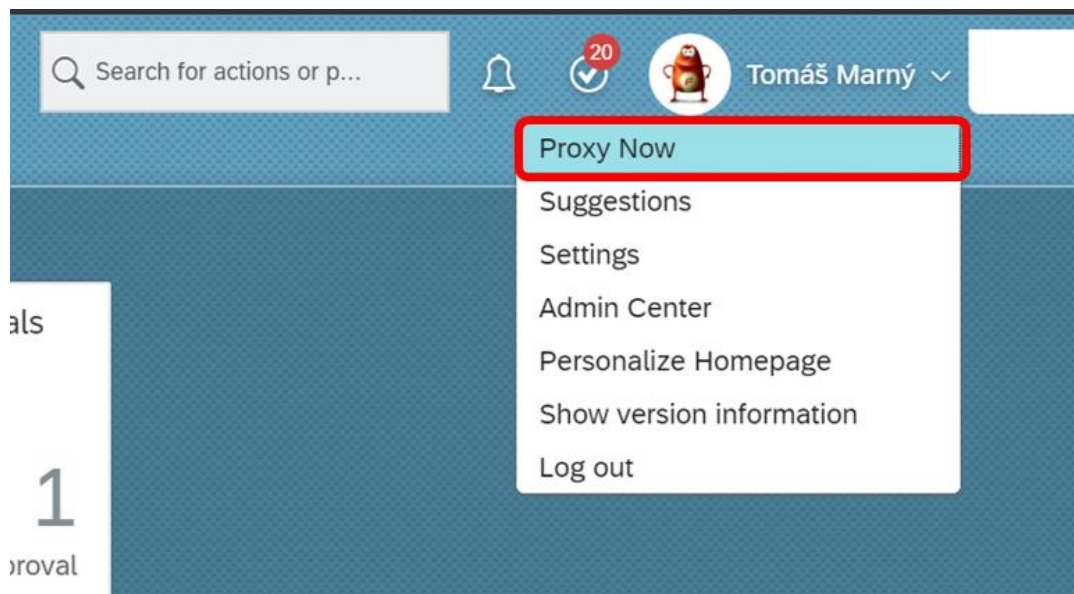
*(Specifically to Workflows approvals)*

It is possible to assigned more proxies.

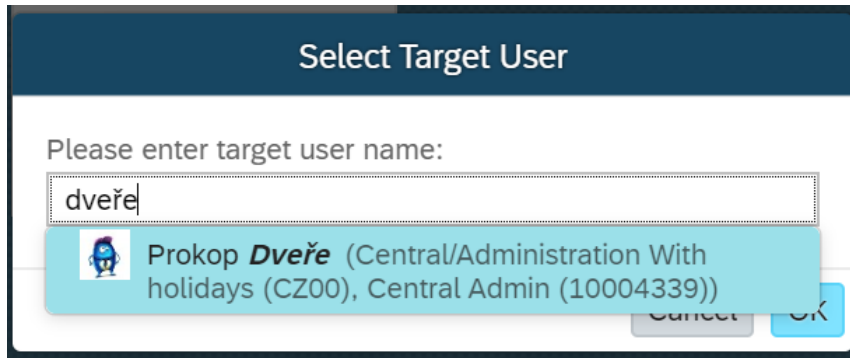
Through „x” button you can remove your proxy.

## Login as a proxy

Choose „Proxy Now” in you profile:



Write down the name of proxy:



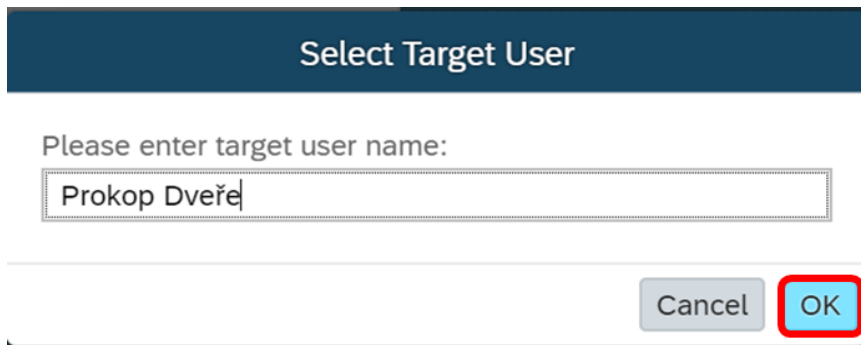
Select Target User

Please enter target user name:

Prokop **Dveře** (Central/Administration With holidays (CZ00), Central Admin (10004339))

Cancel OK

Choose the User and confirm „OK”:



Select Target User

Please enter target user name:

Cancel OK

You are now representing given user.



To get back to your profile click on „Become Self”:

