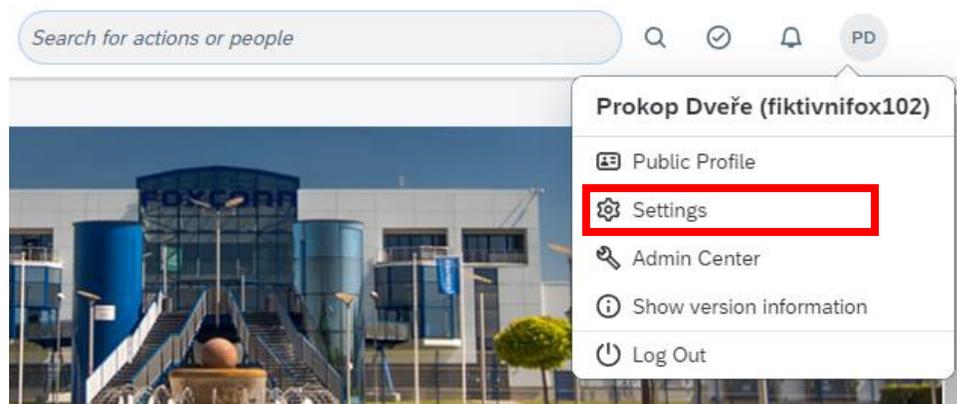# Delegation

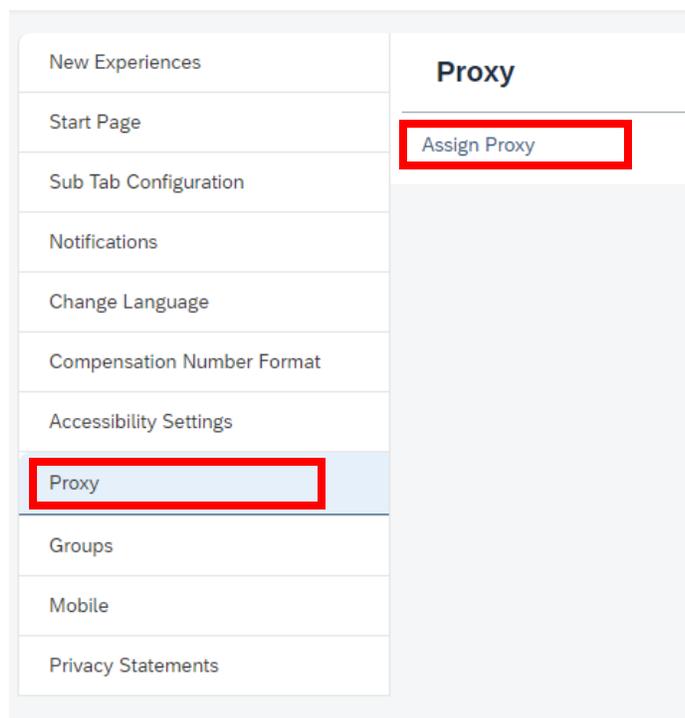## Assigned proxy:

Choose ,,Settings" in a profile:

In a next step click on ,,Proxy'' and ,,Assign Proxy'':

Choose your proxy through ,,Find User'' button.

(searching only with diacritic)

Select areas, where you would like to be proxy. At the same time set the period of the proxy. And click on ,,Save''. E.g.:

Areas for proxy

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

For proxy in customized applications "Leave Requests", "DL bonus" and "Fair Pay" select "Home Page Tab".

Note: "Proxy" means the appointer enables the appointee to log into his/her profile. The appointee may carry out certain transactions on behalf of the appointer.

E.g. with the leaving requests, the appointee will not see the subordinates of the appointer in the application on his/her home page, but must log in as the appointer (see "Login as proxy" below).

This is how assigned proxy look like:

(Specifically to Workflows approvals)

It is possible to assigned more proxies.

You can remove your proxy using the bin icon.

Login as a proxy

Choose ,,Proxy Now'' in you profile:
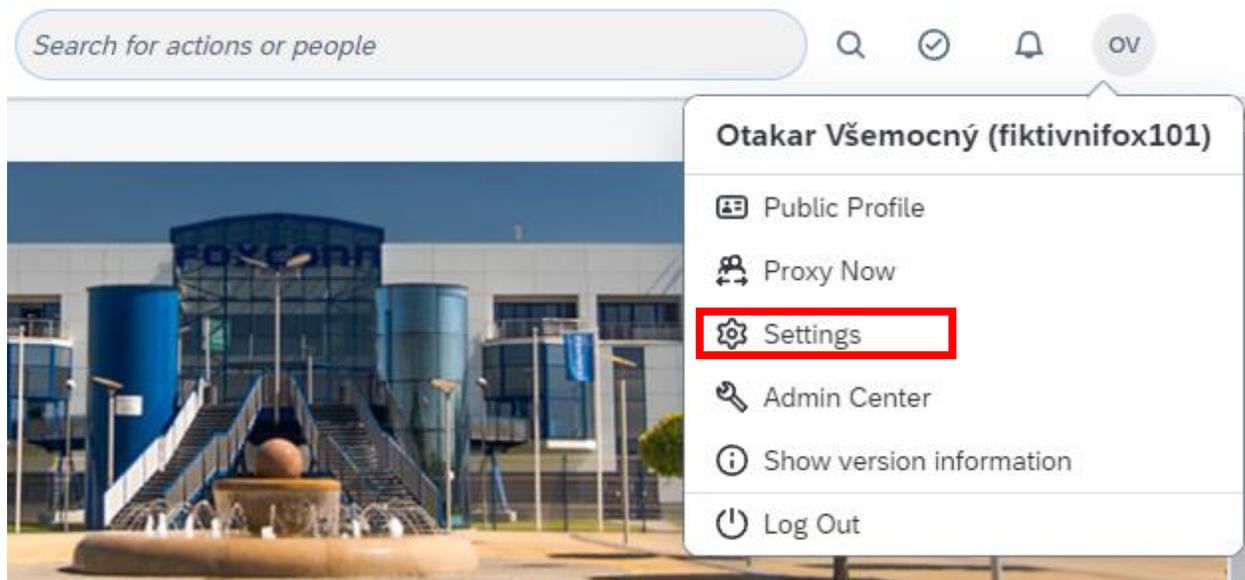
Write down the name of proxy:
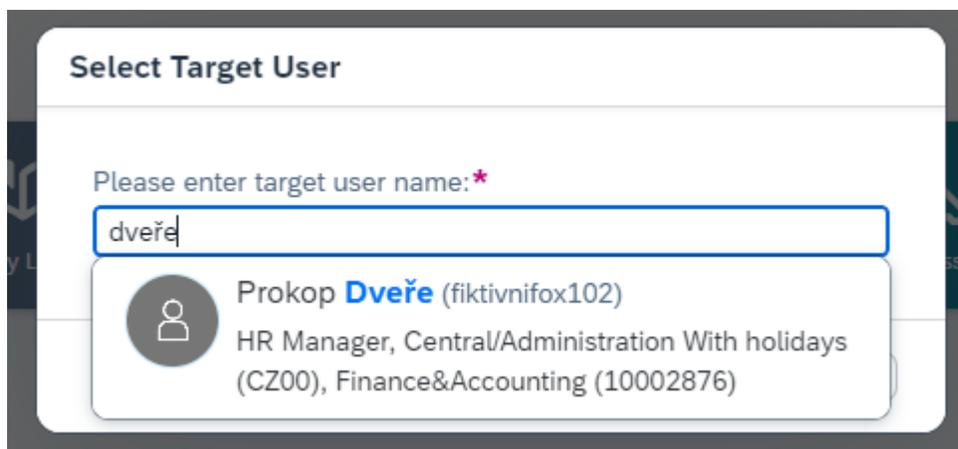
Choose the User and confirm ,,OK'':
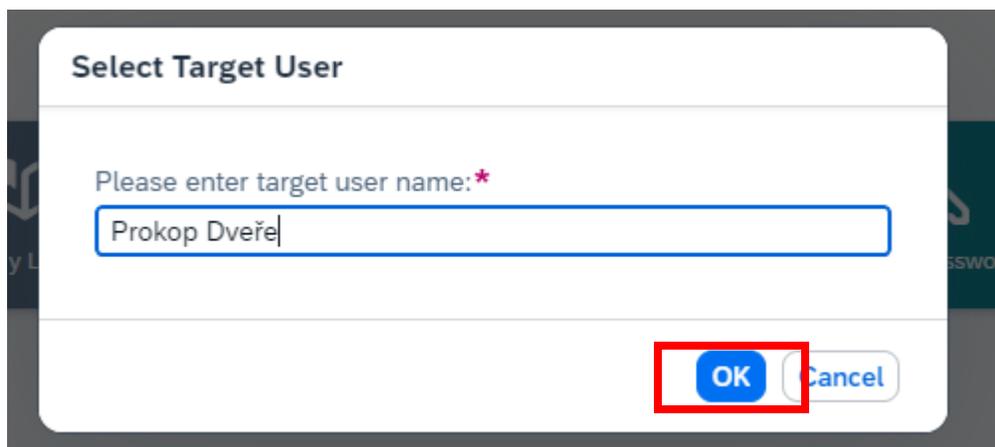
You are now representing given user.

To get back to your profile click on ,,Become Self'':