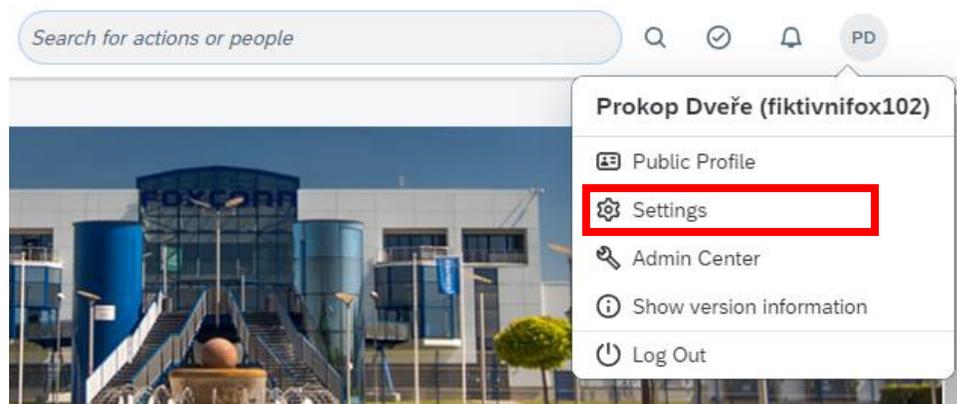


Delegation

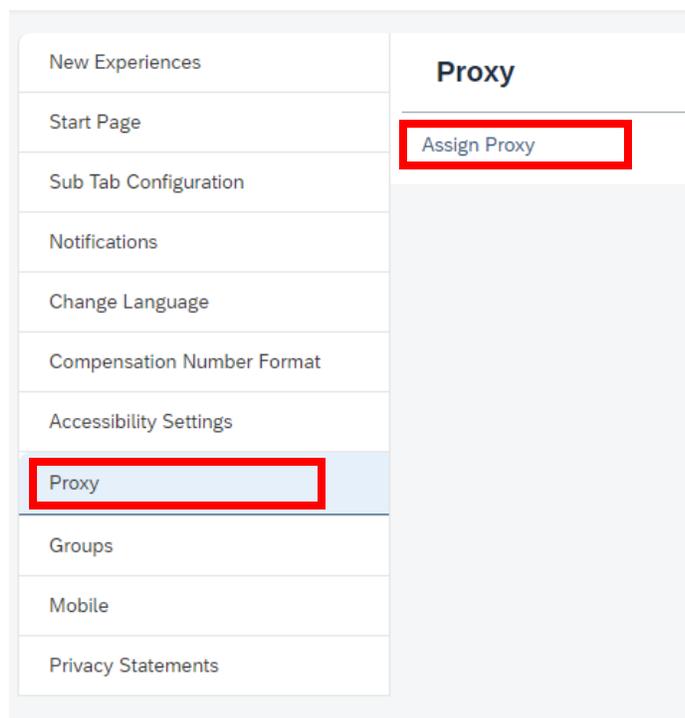
Assigned proxy:

Choose „Settings” in a profile:



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

Settings



Choose your proxy through „Find User” button.

Proxy

You currently have no proxy.

Proxy (username):

Find User...

Find User



Search for a User

First Name:

Last Name:

Username:

Employees:

Division:

Department: Custom Select

Location:

[More options...](#)

Search

Cancel

(searching only with diacritic)

Select a User



Select a User

> Display Options

	Name	Position Title
<input checked="" type="radio"/>	Otakar Všemocný	Executive Director

Select User

Back

Cancel

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.:

Proxy

You currently have no proxy.

Proxy (username):

fiktivnifox101

Find User...

Grant Proxy Rights:

Grant rights to the following modules/tabs:

Select All

Clear All

- Total Goal Management
- Employee Central V2 + Employee Profile
- Payroll
- Reporting
- Performance Manager Forms
- Private Objectives
- Private Data For Proxy Account Holder
- Payroll Private Data For Account Holder
- Reports in Classic View
- Report schedules
- Report creation
- Career Development Planning
- Admin Tools
- Directory
- 360
- Succession Management
- Compensation
- Talent Search (standalone)
- Planning
- Recruiting
- Goals Tab
- Organization chart
- Calibration
- Learning
- Presentations
- BPE Task Execution
- Continuous Performance Management
- Continuous Feedback
- Performance Tab
- Home Page Tab
- Options (Mobile)
- Options (Groups)
- Employee Profile

Start: e.g. Dec 31, 2024 11:59PM

End: e.g. Dec 31, 2024 11:59PM

Saving will grant proxy access as per above criteria selection.

Save

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	access 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:

Proxy

These are your current proxies:

Proxy List				
Username	Full Name	Start	End	Delete
<input type="radio"/> fiktivnifox101	Otakar Všemocný		2024-07-07 00:00	2024-07-20 23:59 

Granted Proxy Rights:

- All Modules
- Total Goal Management
- Private Objectives
- Career Development Planning
- Admin Tools
- Talent Search (standalone)
- Calibration
- Continuous Feedback
- Employee Profile

- Employee Central V2 + Employee Profile
- Private Data For Proxy Account Holder
- Directory
- Planning
- Learning
- Performance Tab

- Payroll
- Payroll Private Data For Account Holder
- 360
- Recruiting
- Presentations
- Home Page Tab

- Reporting
- Reports in Classic View
- Report schedules
- Report creation
- Succession Management
- Goals Tab
- BPE Task Execution
- Options (Mobile)

- Performance Manager Forms
- Organization chart
- Continuous Performance Management
- Options (Groups)

Add a proxy

Proxy (username):

Find User...

Grant Proxy Rights:

Grant rights to the following modules/tabs:

- Total Goal Management
- Employee Central V2 + Employee Profile
- Payroll
- Reporting 
- Performance Manager Forms

(Specifically to Workflows approvals)

It is possible to assigned more proxies.

You can remove your proxy using the bin icon.

Proxy

These are your current proxies:

Proxy List				
Username	Full Name	Start	End	Delete
<input type="radio"/> fiktivnifox101	Otakar Všemocný		2024-07-07 00:00	2024-07-20 23:59 

Granted Proxy Rights:

- All Modules
- Total Goal Management
- Private Objectives
- Career Development Planning
- Admin Tools
- Talent Search (standalone)
- Calibration
- Continuous Feedback
- Employee Profile

- Employee Central V2 + Employee Profile
- Private Data For Proxy Account Holder
- Directory
- Planning
- Learning
- Performance Tab

- Payroll
- Payroll Private Data For Account Holder
- 360
- Recruiting
- Presentations
- Home Page Tab

- Reporting
- Reports in Classic View
- Report schedules
- Report creation
- Succession Management
- Goals Tab
- BPE Task Execution
- Options (Mobile)

- Performance Manager Forms
- Organization chart
- Continuous Performance Management
- Options (Groups)

Add a proxy

Proxy (username):

Find User...

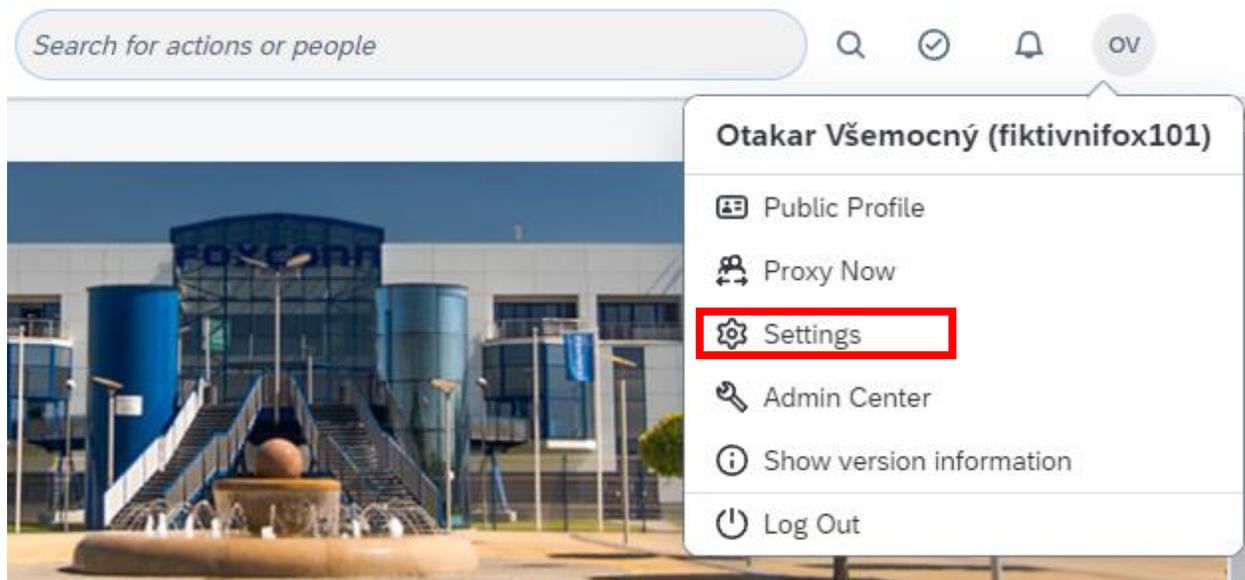
Grant Proxy Rights:

Grant rights to the following modules/tabs:

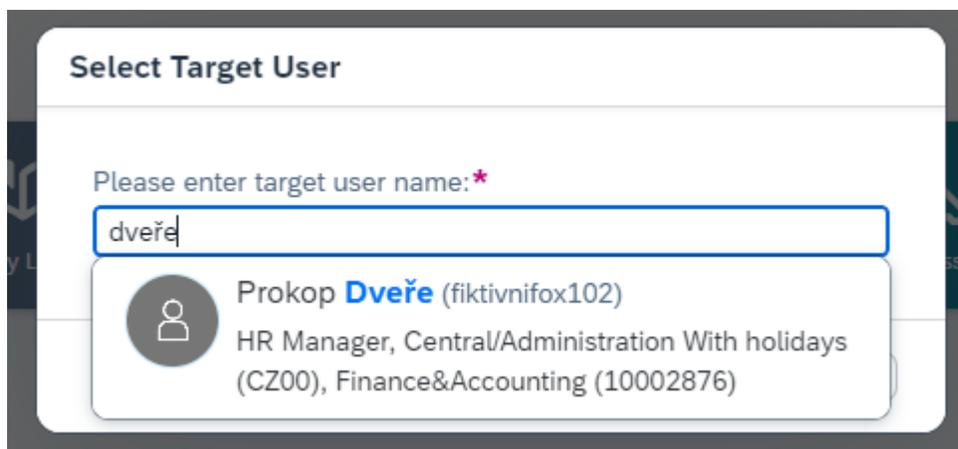
- Total Goal Management
- Employee Central V2 + Employee Profile
- Payroll
- Reporting 
- Performance Manager Forms

Login as a proxy

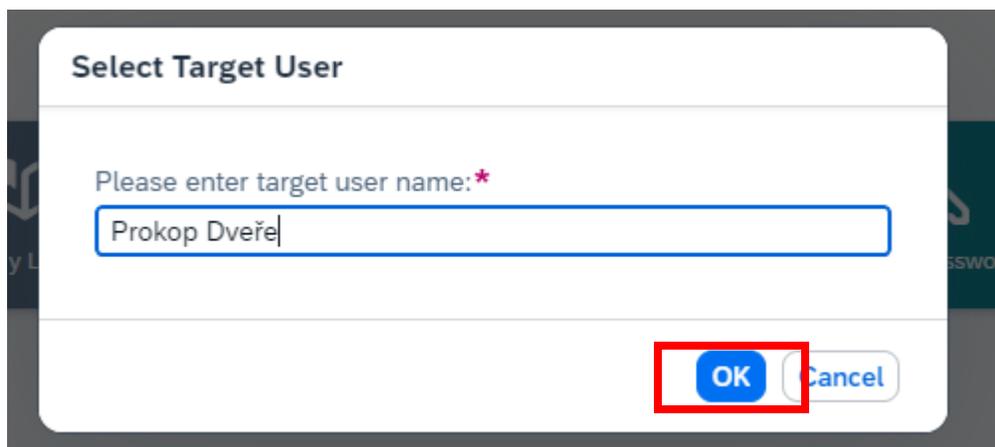
Choose „Proxy Now” in you profile:



Write down the name of proxy:



Choose the User and confirm „OK“:



Select Target User

Please enter target user name: *

Prokop Dveře

OK Cancel

You are now representing given user.



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

