



---

# USE OF PROXY

---

## **AUHRA GUIDE**

This guide contains a quick guide and a more detailed guide for managers on how to appoint proxies in AUHRA. This will usually be relevant when a manager and his or her secretary are dividing work between themselves.

# QUICK GUIDE – using a proxy

---

This quick guide contains guidance on how to grant proxy access to a secretary so that the secretary can perform the manager's AUHRA tasks.

## Manager

The manager must do the following:

### Grant proxy access

1. Click **Preferences** in the top-right corner
2. Click **Manage proxies**
3. Click **Add people**
4. **Search** for the secretary by user name, email or name. Remember that the user name is usually the user's email.
5. Enter the **Start date** and **End date** for the period in which the secretary needs to be able to act as your proxy in AUHRA.
6. Click **Select**

In the specified period, the secretary is able to perform all AUHRA functions and view all the data which the manager can see.

### Cancel proxy access

1. Click **Preferences** in the top-right corner
2. Click **Manage proxies**
3. Set an end date and possibly a time for terminating the secretary's access
4. Click **Select**

## Secretary

Assumes that the manager has authorised the secretary as his or her proxy in AUHRA, as described above.

### Work as proxy

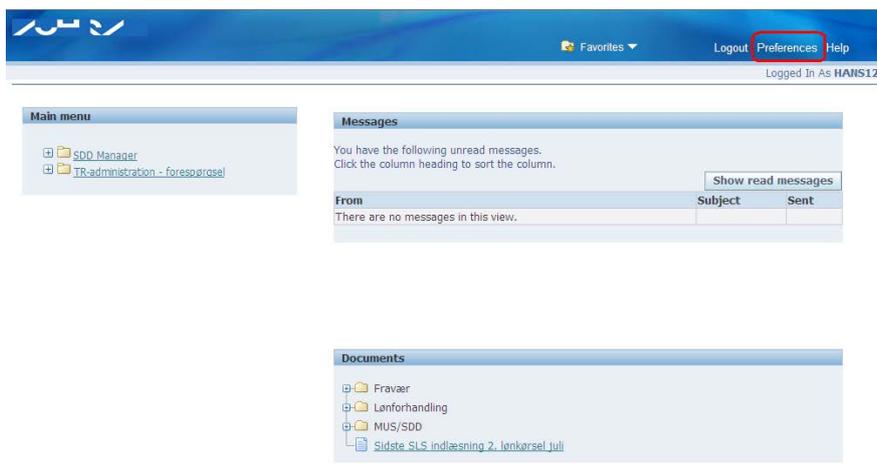
1. Log on to AUHRA with your own user name and password
2. On the start page in the top-right corner, click **Switch user**
3. Now, select the manager you are acting as proxy for by clicking the icon in the **Switch** column next to the relevant manager
4. The following will now be displayed in the top-right corner:  
*Logged in as <own user name>*  
*Proxy for <manager name>*
5. You can now act as proxy for the manager
6. Once you have completed your manager's tasks, switch back to your own user name by clicking **Return to self**

# EXTENDED GUIDANCE – Use of proxy

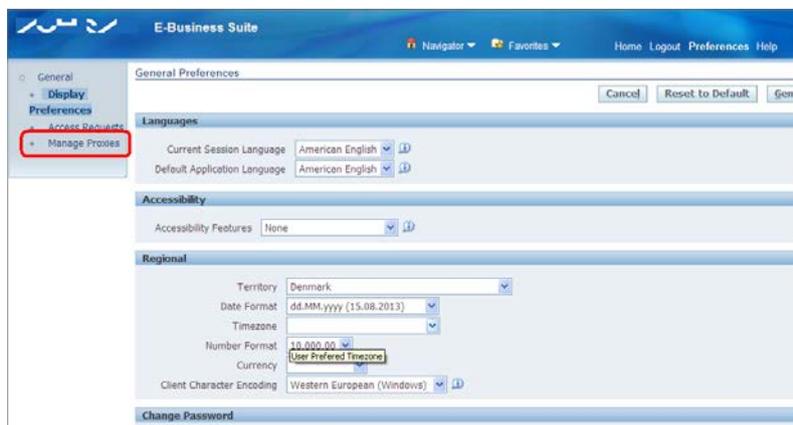
## Manager grants proxy access to secretary

It is assumed that the manager has *SDD manager* access in AUHRA's main menu.

Log on to AUHRA and select **Preferences** on the start page



Select **Manage proxies**



Add the user who will act as the manager's proxy in AUHRA by clicking **Add people**



Select the person who will act as proxy by searching by user name, last name, first name or email.

Search and Select: Add People

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By: User Name (dropdown menu) [Go]

Results

Select	User Name	Last Name	First Name	Email
No search conducted.				

Search and Select: Add People

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By: Email (dropdown menu) TMJ% [Go]

Results

Select All | Select None

Select	User Name	Last Name	First Name	Email
<input type="checkbox"/>	AUTMJ	Jørgensen	Troels Møller	trmj@adm.au.dk

**Tips:**

- A. If the search results in several employees, tick the desired secretary in the Select column, and then click **Select**.
- B. Usually, it is easiest to use the person's email in the pulldown list to search for the secretary.
- C. For most users, their email and user name are the same. However, remember that a number of employees may have several email addresses. It is only possible to use the email address which is registered in AUHRA.
- D. Note that you can only search for employees who are registered AUHRA users.
- E. You can grant proxy access to several proxies at the same time with different periods.

Enter the start and end dates for the period for which you want to grant proxy access and click **Save**. Remember to state an end date.

E-Business Suite

Confirmation: You have successfully updated the information.

Manage Proxies

Manage the people that can access your account and act on your behalf.

Add People

Details	Last Name	First Name	User Name	Start Date	End Date
	Karlsen	Karl Testbruger	KARL123	20.08.2013 09:25:01	22.08.2013 09:25:05

The secretary can now perform the manager's tasks in AUHRA.

**Tips:**

- A. If, contrary to the recommendation, an end date has not been entered for the proxy period, this can be done subsequently in the same screen.

B. Click **Show** to see details of the employee's position and email.

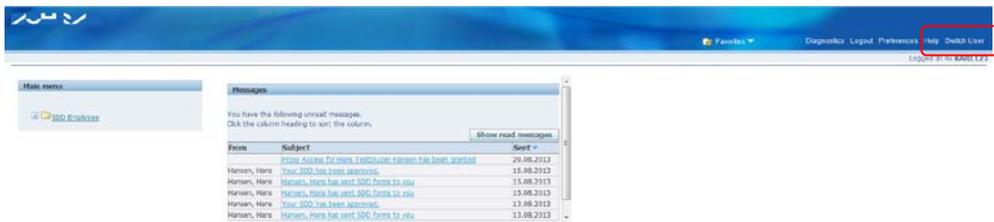
## Secretary acting as manager's proxy

When the manager has granted proxy access as described in the previous section, the secretary to whom the manager has granted proxy rights, can choose to work as a proxy for the manager by following the process described below.

**Log on to AUHRA** with your own user name and password.

Go to **AUHRA's start page** if you have not arrived there automatically. You can always go to the start page by clicking **Home** in the top-right corner.

Once you have opened the start page and have been granted proxy access, the **Switch user** button will be displayed in the top-right corner. Click it.



Click the icon  next to the manager who has granted you proxy access.



You now have access to the same functions and data as if you were logged on with your manager's user name. This is evident from the following text in the top-right corner:



You can now work as the manager's proxy.

Once you have completed tasks as a proxy, click **Return to self** on the start page so you are logged in as yourself.