# MESSAGE CENTRE – MANAGING PROXIES

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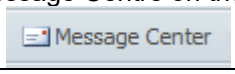
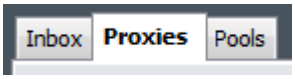
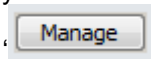
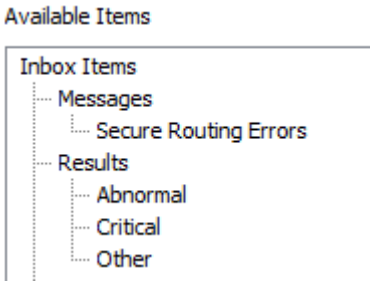
| 1 | Launch Powerchart. |
| 2 | Click Message Centre on the toolbar<br>  |
| 2 | Click on the Proxies Tab.<br>  |
| 3 | Click on Manage the button to open the 'Proxies Setup' window. This shows all proxies given by and taken from you<br>'  '. |
| 4 | To give a new proxy to another user click the button at the bottom left of the screen.<br> |
| 5 | In the 'New Given Proxy' pane enter the name of the user you wish to proxy to your messages/documents and click on the binoculars to search<br> |
| 6 | Click on OK |
| 7 | Enter the 'Begin Date and Time' and 'End Date and Time' of the period for which you are allowing them access. |
| 8 | From the 'Available Items' pane click to select which messages/documents you wish them to have access to.<br>  |

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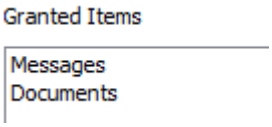
| 9 | If you wish the **user to have access to everything** you don't need to highlight them separately, just click Grant All ->> and all will be moved to the 'Granted Items' pane. If you wish to **select particular items**, click to select the items and click Grant -> and only the selected items will move over to the 'Granted Items' pane.<br>  |
| 10 | To revoke the proxy before the end of the original time period given, either click <<- Revoke All to remove **ALL** of the items or click to select the individual item(s) and click <- Revoke to remove them. |
| 11 | Click OK to close and finish. |