

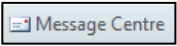


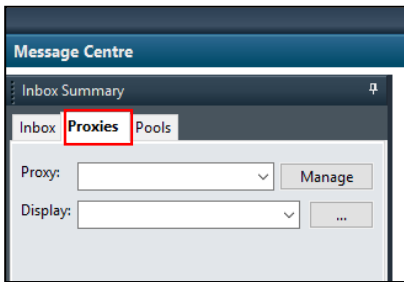
ieMR Advanced

Proxy access to message centre

Quick Reference Guide

How to provide proxy access to another ieMR user.

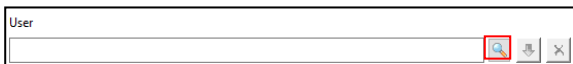
1. Select the **Message Centre** icon on the **ieMR** toolbar 
2. Navigate to the **Proxies** tab.



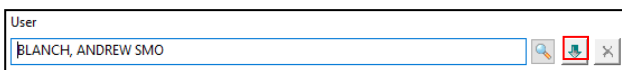
3. Click **Manage**
4. The **Setup** window will open
5. Under **Proxies Given by Me** select the **Add** button.



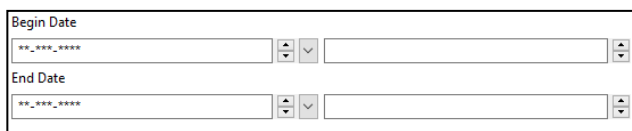
6. Search for user



7. Select arrow to send user into **Additional Users** field.

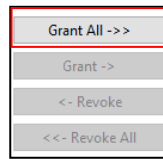


8. Select **Begin Date & End dates** as required. Leave fields blank if dates do not apply.

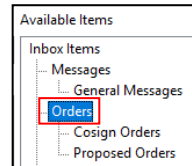


9. Select the desired options to be shared by selecting and pressing grant. correct patient from the top section of the window

10. For granting full proxy access, select **Grant All**.



11. For granting access for partial items, select desired item from "available items" list



12. Select **Grant**



13. Item will appear in the granted items field.
14. Click **OK**

