

## Job Aid: How to Assign and Remove Proxy Users

### This Job Aid shows how to:

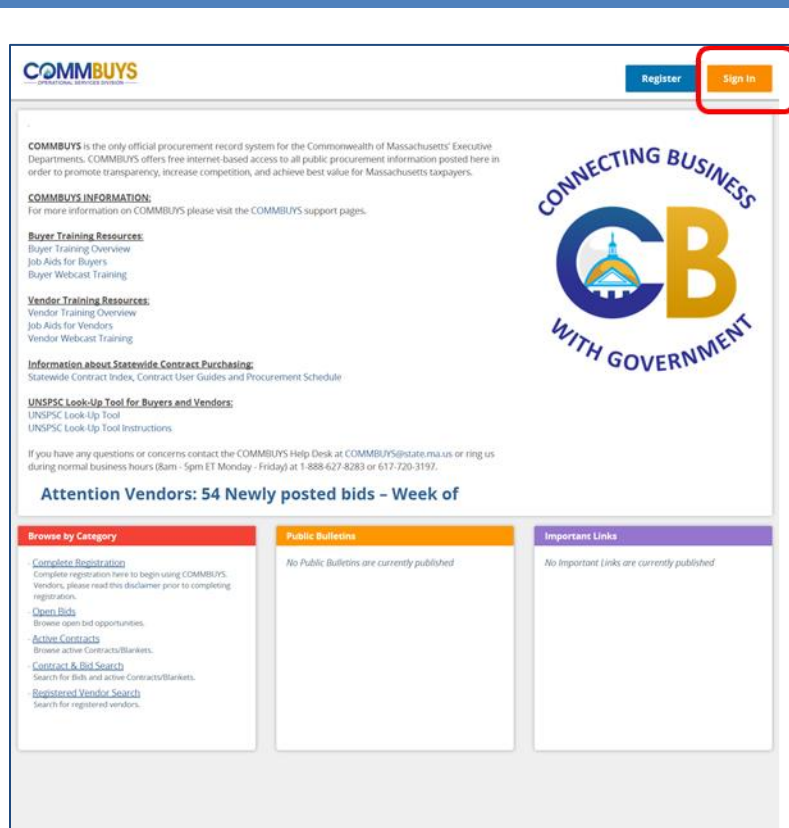
- Assign a Proxy user
- Remove a Proxy user

### Of Special Note:

If an approver will be unavailable to approve documents for an extended period, a Proxy user can be activated. This Proxy user will be able to approve any document in place of the approver (across all applicable approval paths). The Proxy will receive the same approval notifications as the original approver. Note: Proxies should only approve or disapprove documents and not take other actions on behalf of the original user.

### Screenshot

### Directions



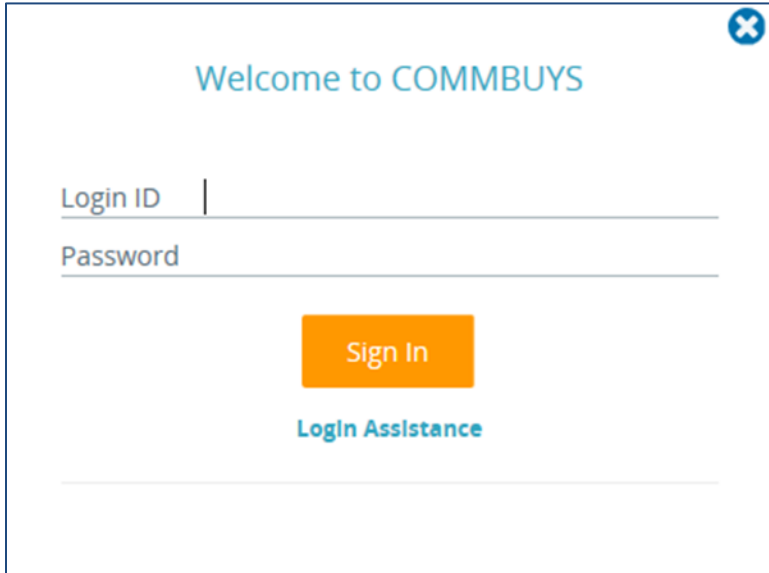
### Step 1: Log in to COMMBUYS

1. Launch the COMMBUYS website by entering the URL (<https://www.commbuys.com>) in the browser or by clicking the hyperlink [COMMBUYS](https://www.commbuys.com).
2. Click the orange **Sign In** button in the upper right hand corner.

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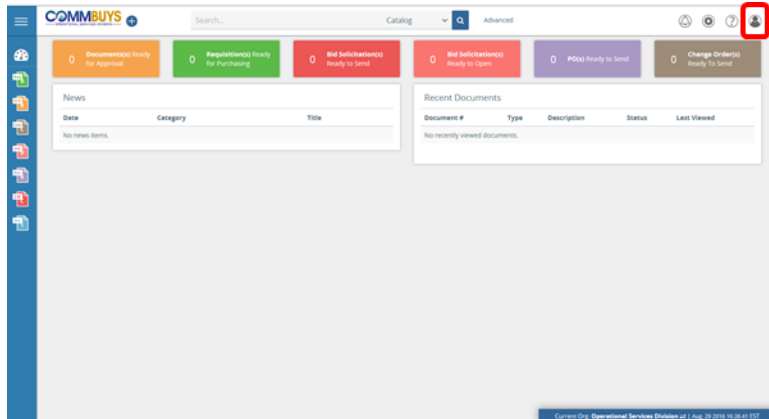
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### Directions




#### Step 2: Logging In

1. Enter your Login ID and Password.
2. Click the **Sign In** button.



#### Step 3: Clicking the My Account Icon

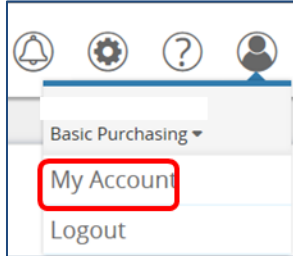
1. When the Main Menu displays, click on the **My Account**  icon on the top right of the header bar.

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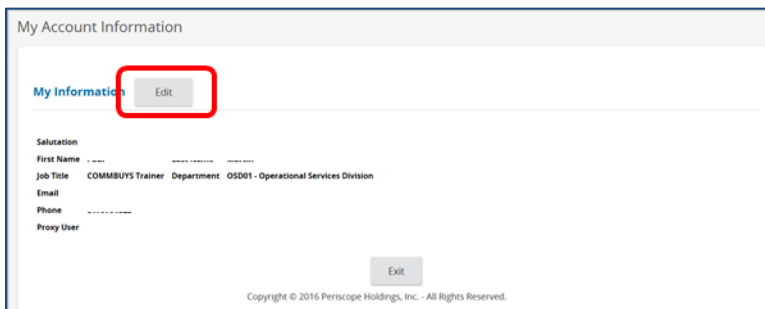
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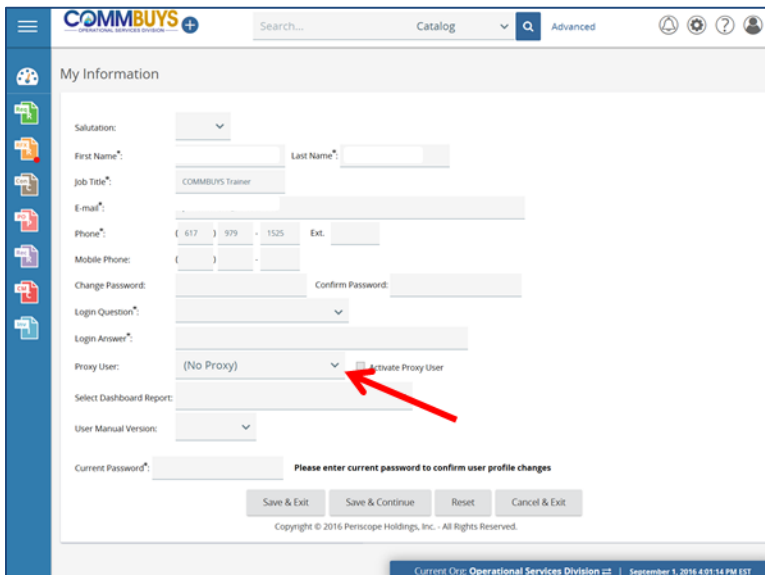
#### Step 4: Accessing Your Account

1. Click on **My Account** from the dropdown menu.



#### Step 5: Editing Your Account

1. Click on the **Edit** button.



#### Step 6: Clicking the Proxy User Dropdown Arrow

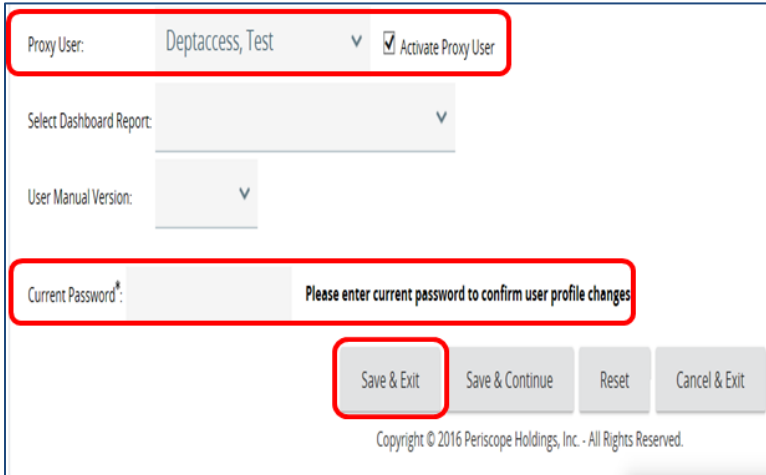
1. Click on the dropdown arrow next to the Proxy User field.

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The screenshot shows a web interface for user profile management. At the top, there is a 'Proxy User:' dropdown menu with 'Deptaccess, Test' selected and a checked 'Activate Proxy User' checkbox. Below this are three more dropdown menus: 'Select Dashboard Report:', 'User Manual Version:', and 'Current Password\*'. The 'Current Password\*' field is highlighted with a red box and contains the text 'Please enter current password to confirm user profile changes'. At the bottom, there are four buttons: 'Save & Exit', 'Save & Continue', 'Reset', and 'Cancel & Exit'. The 'Save & Exit' button is also highlighted with a red box. At the very bottom, there is a copyright notice: 'Copyright © 2016 Periscope Holdings, Inc. - All Rights Reserved.'

#### Step 7: Selecting and Activating a Proxy User

1. Select a proxy user from the drop down list who is at the same level of authority in your department.
2. Click on the **Activate Proxy User** checkbox.
3. Enter your password in the **Current Password** field in order to save changes to your account Information.
4. Click on the **Save and Exit** button. The proxy user is now established and can approve documents that are sent to you for approval.

**NOTE:** You must deactivate your proxy upon returning to work. In COMMBUYS, follow Steps 1-6 and on Step 7, de-select the Activate Proxy User checkbox.