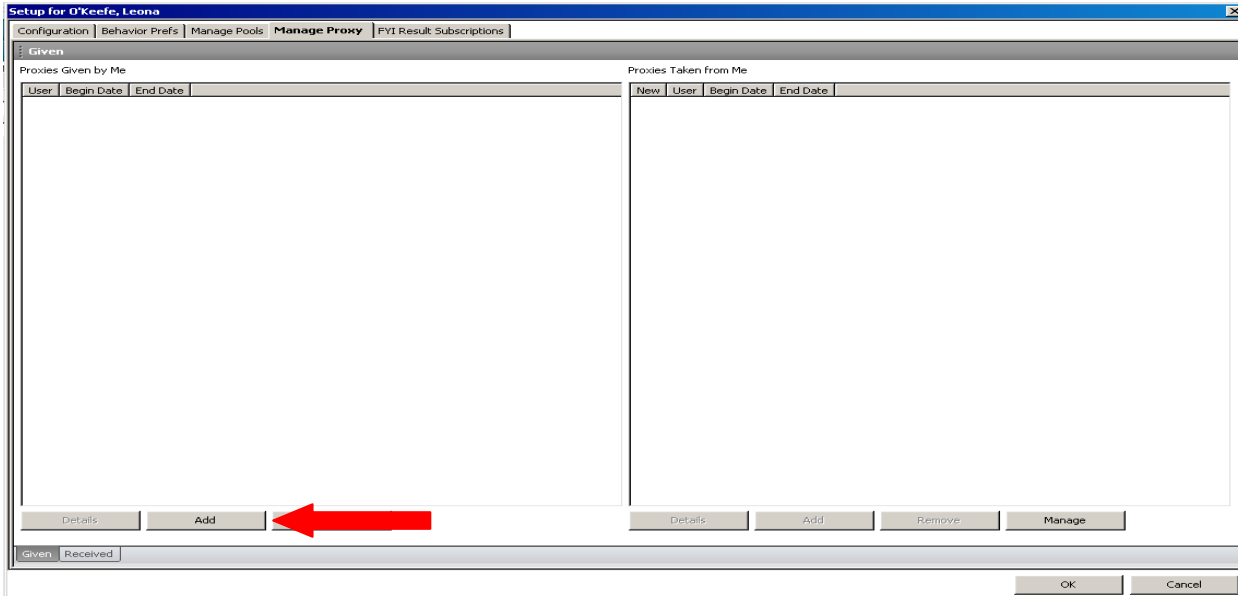
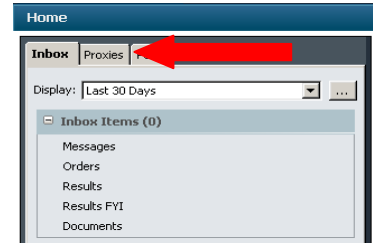


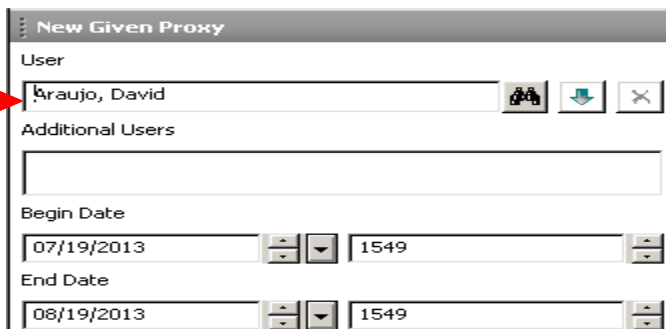
How to Proxy

This allows you to have your patient information forwarded to someone else, like your practice partner, while you are away.

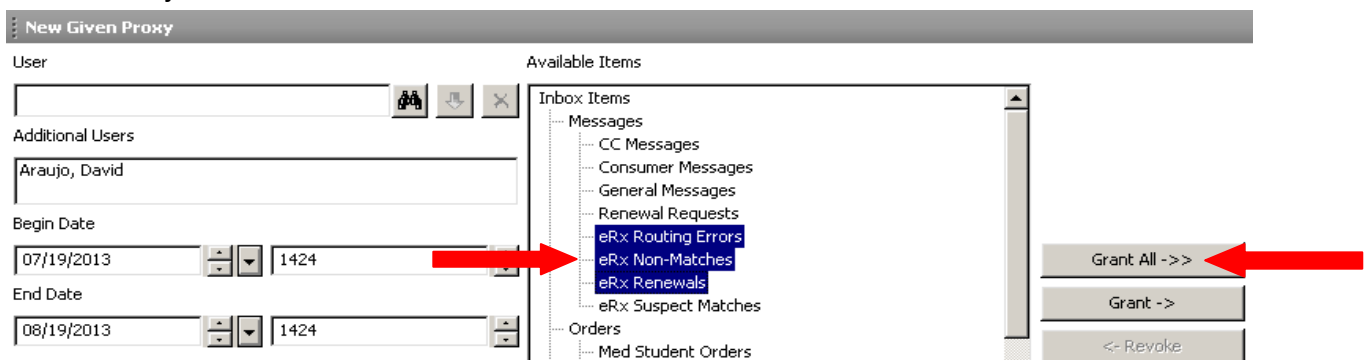
1. From your Home, select "Proxies."
2. Select "Manage."
3. Click "Add" to give proxy to someone, the person who will receive your results while you're gone.



4. Enter the User Name of your proxy. Leave their name in the User box for the proxy to take effect; do not click the down arrow. You may also select particular dates for the proxy to last.



5. Select which items you want proxied by holding the Ctrl key and selecting what you want, then select "Grant." Or just select "Grant All"



6. Select "Okay." A message is automatically sent to your proxy to alert them.

7. To remove a proxy, select the Manage button like before.
8. Highlight the person's name, and click the Remove button.

