

From the Office of Health Informatics Oracle Health (Cerner) Message Center Proxies

April 16, 2025

Proxies are used to grant access to Message Center for coworkers sharing the same role. The most common use of Proxies is to manage Message Center for a coworker in their absence such as during vacation or extended absence.

Message Center

Steps for Creating a Proxy

- **<u>STEP 1</u>**: Navigate to **Message Center**.
- **<u>STEP 2</u>**: Select **Proxies** tab.
- **<u>STEP 3</u>**: Click **Manage** button.
- **<u>STEP 4</u>**: Click **Add** button under the **Proxies Given by Me** section.
- **STEP 5:** Search for the **User** to grant proxy access under **New Given Proxy**.
 - To grant proxy access to more than one user, click the down arrow.
- **<u>STEP 6</u>**: Adjust the **End Date** to a future year.
 - Default time period for Proxy is 30 days if not adjusted.
- **<u>STEP 7</u>**: Select **Grant All** >> button.
- **<u>STEP 8</u>**: Click **Accept & Next**.
- STEP 9: Click OK.

<u>NOTE</u>: Select individual areas of the inbox to proxy if the receiving user does not need to access all items.

For example, if Results are the only thing needed to be seen, select *Results* and the *Grant* - > button to move only that item of the Message Center to be viewable.



For questions regarding process and/or policies, please contact your unit's Clinical Educator or Health Informaticist. For any other questions please contact the Customer Support Center at: 207-973-7728 or 1-888-827-7728.



Configuration Behavior Prefs Manage Pools Manage Proxy	FYI Result Subscriptions			
Given				
Proxies Given by Me		,		
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Details Add Remove		Remove	Manage	
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