

Selecting Creator Proxies

1. Login to the TEM website using your Enterprise ID and Password:
<https://eas.admin.uillinois.edu/eas/servlet/EasLogin?redirect=https://appserv6.admin.uillinois.edu/appsloginssa/servlet/SelfServiceLogin?appName=edu.uillinois.ait.STEMHelper>
2. Click on the “My Info” button circled in red below.

https://travelexpense.admin.uillinois.edu/jetspeed/

INFOR Expense Management

Welcome, Sharee D Robinson | Sign Out

MY INBOX My Info

DOCUMENT

Create New: Refresh Inbox Filter Documents Start Proxy

My Documents [0] Documents To Review [0]

Search My Documents

Action	Title	Type	Tracking Number†	Total	Activity Name	Created	Pending
No data to display							

WEB LINKS:

- TEM Resource Page
- University Travel Card Policy
- Travel Warnings - Bureau of Consular Affairs

Powered by INFOR

3. Click on the "Creator Proxy" tab circled in red below.

The screenshot displays the INFOR Expense Management web application. The browser window shows the URL <https://travelexpense.admin.uillinois.edu/jetspeed/>. The application header includes the INFOR logo and the text "Expense Management". A user greeting "Welcome, Sharee D Robinson | Sign Out" is visible in the top right corner. Below the header, there is a navigation bar with "MY INBOX" and "My Info" links. The "MY INFO" section is expanded, showing a tabbed interface. The "Creator Proxy" tab is highlighted with a red circle. Other tabs include "Basic Information", "Reviewer Proxy", "Set Default Project", "Manage My Corporate Data", and "Remove Items I've Entered". The "Creator Proxy" tab contains the following content:

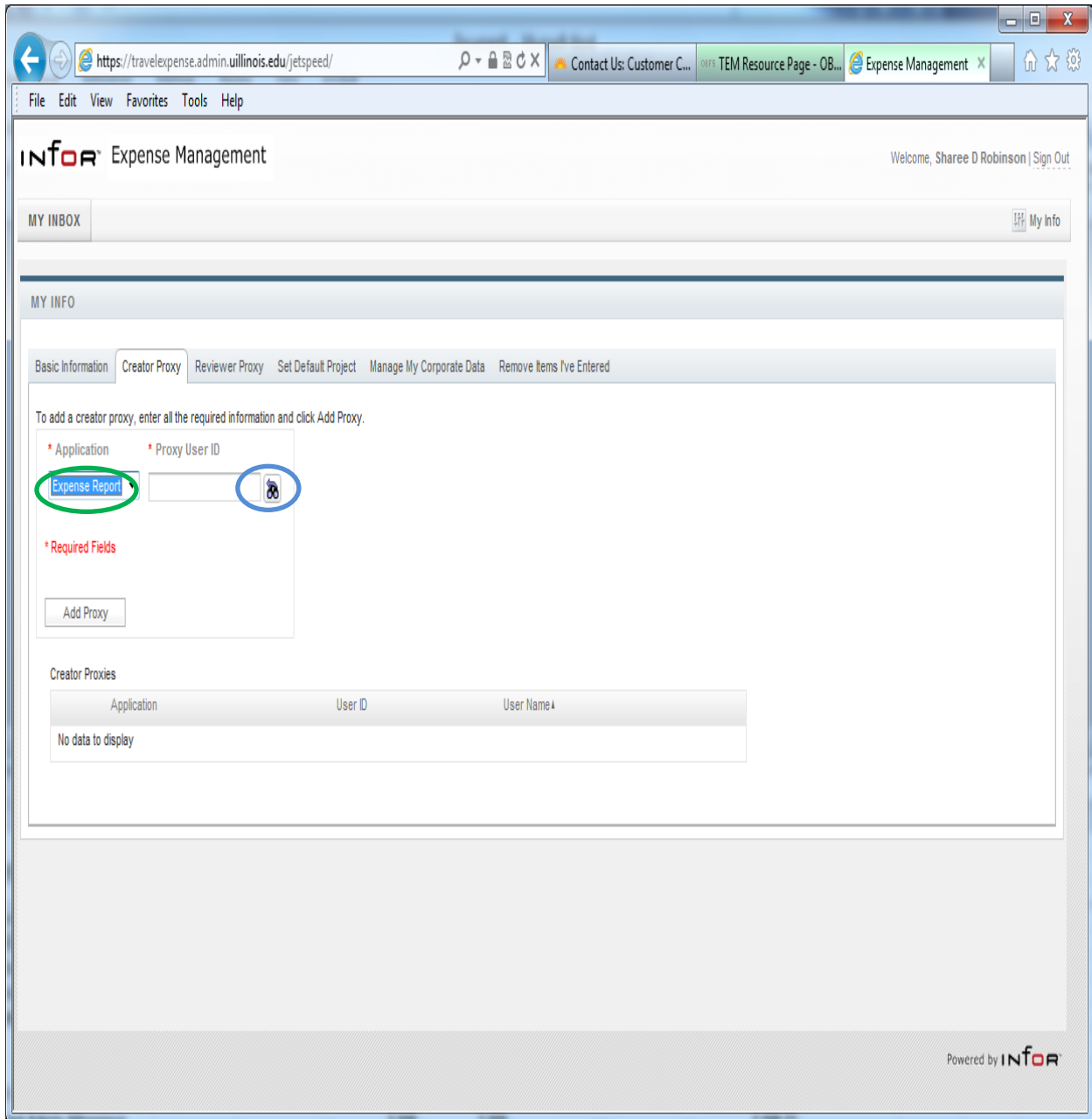
Enter the changes in the user profile and click Update Profile.

Title

I am out of office

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4. Select "Expense Report" from the drop down **Application** field circled in green below.
5. Click on the "Locate User" button circled in blue below, and you will be taken to the Find User form.



6. Type "Flora" in the First Name field and "Gomez" in the Last Name fields. Then click on the Search button circled in red below.

The screenshot shows a web browser window with the URL <https://travelexpense.admin.uillinois.edu/jetspeed/>. The page title is "INFOR Expense Management" and the user is logged in as "Sharee D Robinson". The main content area is titled "CREATOR PROXY -> FIND USER". Below this, there is a section "Enter search criteria to find a user." with three input fields: "First Name" (containing "Flora"), "Last Name" (containing "Gomez"), and "Login" (empty). Below these fields are two buttons: "Search" (circled in red) and "Clear". Below the search criteria is a "User List" table with columns "First Name", "Last Name", and "Login". The table currently displays "No data to display". A "Cancel" button is located at the bottom of the search area. The footer of the page says "Powered by INFOR".

7. Click on the Select button circled in green below to choose Jane Gomez as your Creator Proxy.

The screenshot shows a web browser window with the URL <https://travelexpense.admin.uillinois.edu/jetspeed/>. The page title is "INFOR Expense Management" and the user is logged in as "Sharee D Robinson". The main content area is titled "CREATOR PROXY" and contains a "FIND USER" section. Below this, there is a search form with the following fields:

First Name	Last Name	Login
Flora	Gomez	

Buttons for "Search" and "Clear" are located below the search form. Below the search form, there is a "User List (1 results)" section with the following table:

	First Name	Last Name	Login
Select	Flora	Gomez	fgomez

The "Select" button is circled in green. A "Cancel" button is located below the user list. The footer of the page reads "Powered by INFOR".

8. Click on the “Add Proxy” button circled in red below to add Jane Gomez as your proxy.

The screenshot shows a web browser window with the URL <https://travelexpense.admin.uillinois.edu/jetspeed/>. The browser tabs include "Contact Us: Customer C...", "TEM Resource Page - OB...", and "Expense Management". The application header displays "INFOR Expense Management" and a welcome message for "Sharee D Robinson" with a "Sign Out" link. A navigation bar contains "MY INBOX" and "My Info". The main content area is titled "MY INFO" and has tabs for "Basic Information", "Creator Proxy", "Reviewer Proxy", "Set Default Project", "Manage My Corporate Data", and "Remove Items I've Entered". The "Creator Proxy" tab is active, showing a form with the instruction: "To add a creator proxy, enter all the required information and click Add Proxy." The form includes two required fields: "* Application" (a dropdown menu set to "Expense Report") and "* Proxy User ID" (a text input field containing "fgomez"). Below these fields is a red asterisk and the text "* Required Fields". The "Add Proxy" button is circled in red. At the bottom of the form, there is a section titled "Creator Proxies" with a table header containing "Application", "User ID", and "User Name". The table body is empty, displaying "No data to display". The footer of the application states "Powered by INFOR".

9. You will see a Jane listed as one of your Creator Proxies. You can now exit the system by clicking on the “Sign Out” button next to your name in the top right hand corner.

INFOR Expense Management

Welcome, Sharee D Robinson | [Sign Out](#)

MY INBOX [My Info](#)

MY INFO

Basic Information **Creator Proxy** Reviewer Proxy Set Default Project Manage My Corporate Data Remove Items I've Entered

To add a creator proxy, enter all the required information and click Add Proxy.

* Application * Proxy User ID

* Required Fields

Creator Proxies

	Application	User ID	User Name▲
	Expense Report	fgomez	Flora J Gomez

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