

Proxy in the Workday Preview Tenant

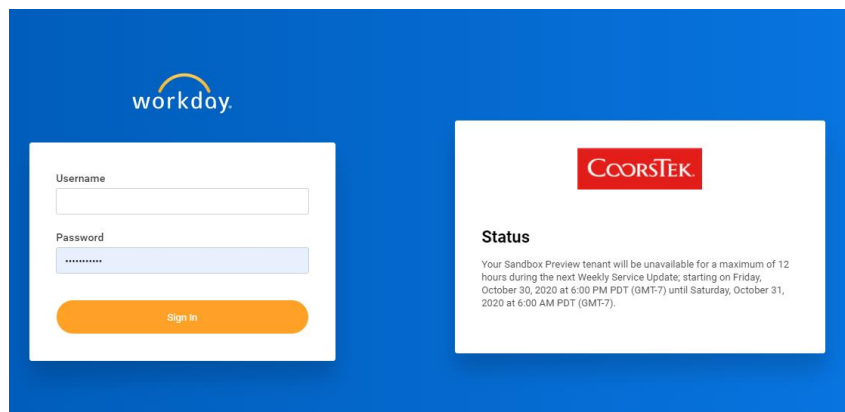
Overview

Step by step direction on how to proxy in the Workday Preview Tenant for testing purposes.

Who Does This: HRBP

Things to Know:

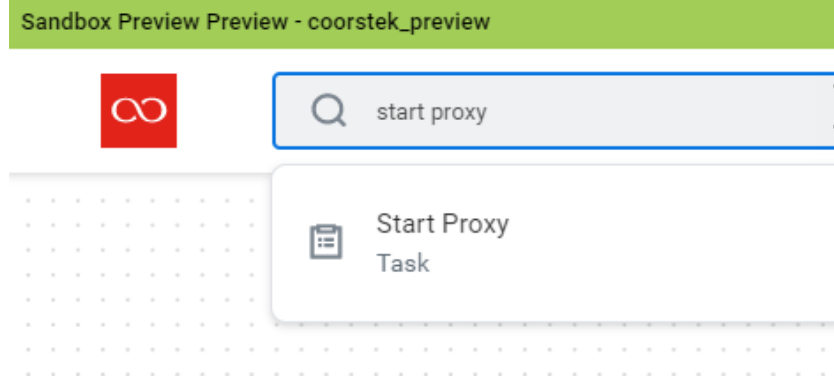
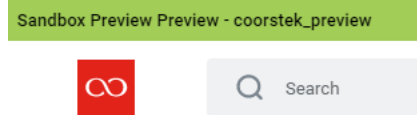
- Preview Tenant: https://impl.workday.com/coorstek_preview/d/home.html
- HR can only proxy in the Preview Tenant.
- HR cannot proxy as other members of HR.



Step 1

Login to the Workday Preview Tenant (link above).

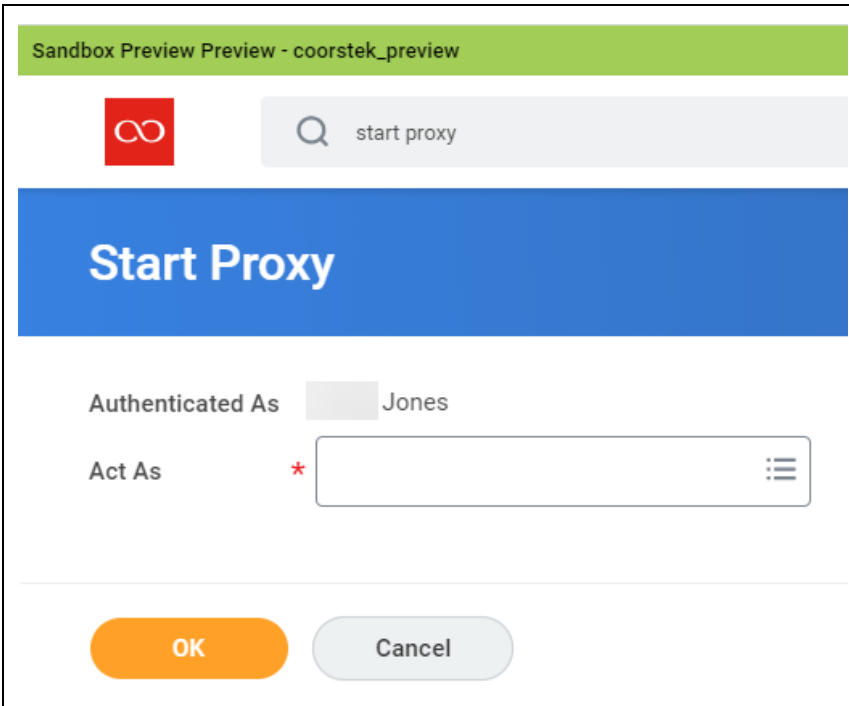
Tip: There will be a green bar at the top letting you know that you are in the Preview Tenant.



Step 2

In the search bar, type "Start Proxy".

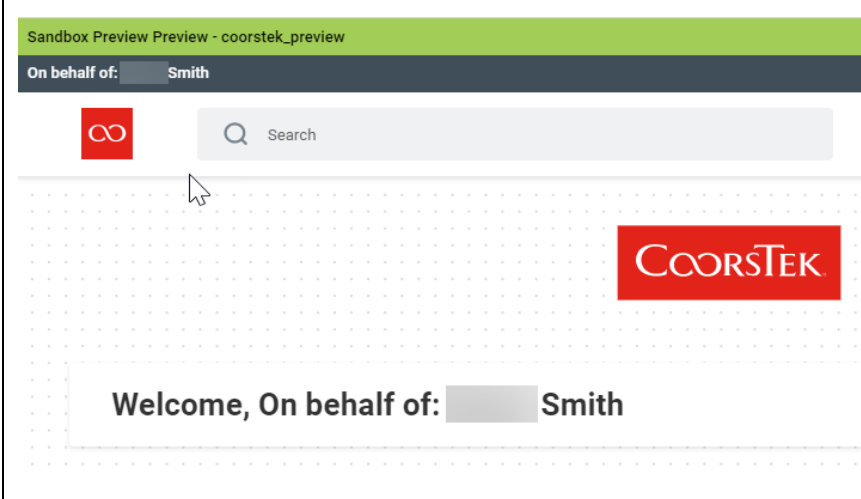
*Remember that you can only proxy as someone outside of HR.



Step 3

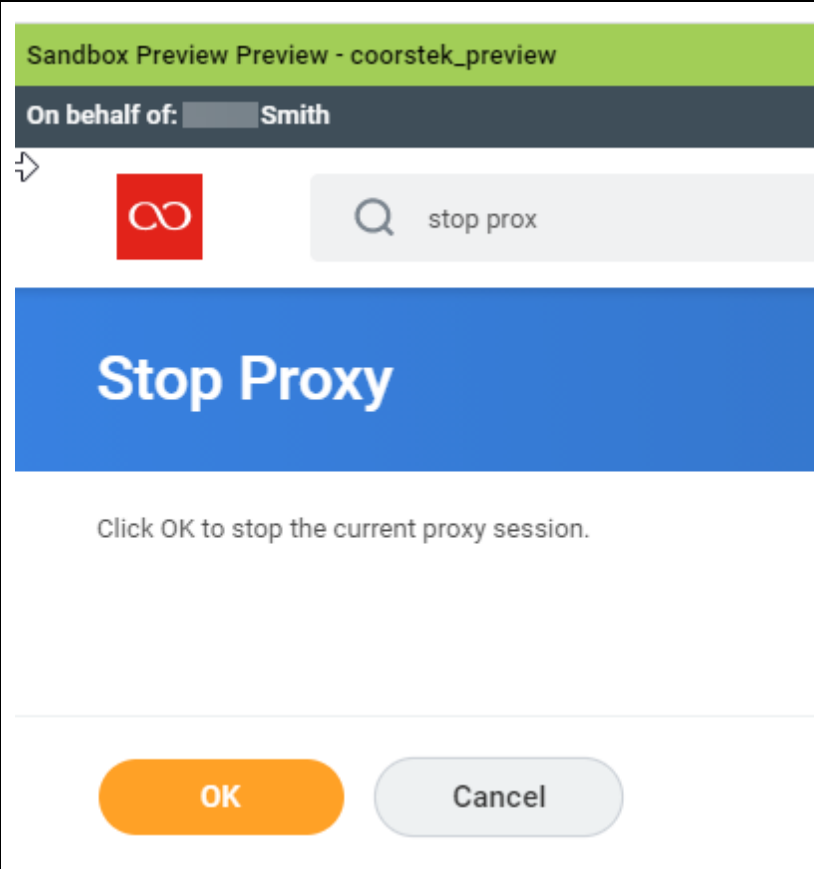
Enter the name of the worker (outside of HR) that you want to proxy as.

Click Ok.



Step 4:

For testing purposes, you will now be proxied as the Worker

	<p>Step 5: To end you proxy session, simply type "Stop Proxy" in the search bar.</p> <p>Click Ok.</p>
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FAQ's

What happens next?

The Proxy session has ended and you will be returned to your own worker profile in the Preview Tenant.