



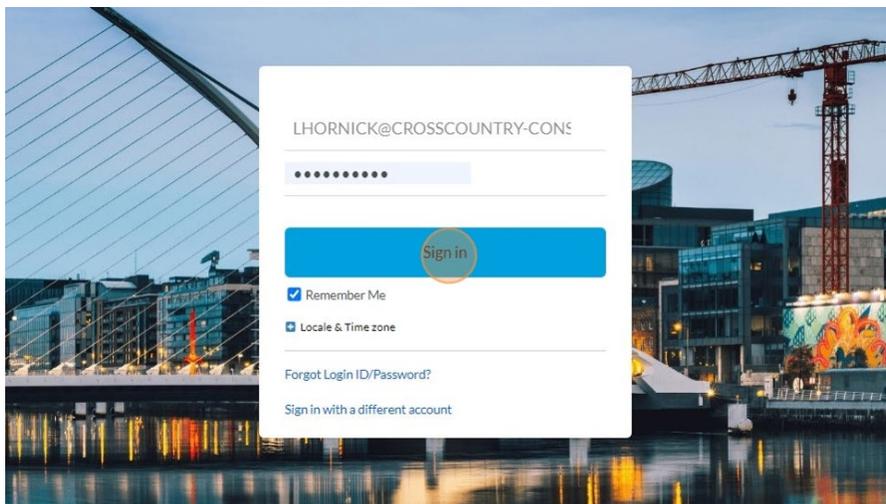
## DATABASICS - Assign a Proxy for Expense Reimbursement Requests

### Overview

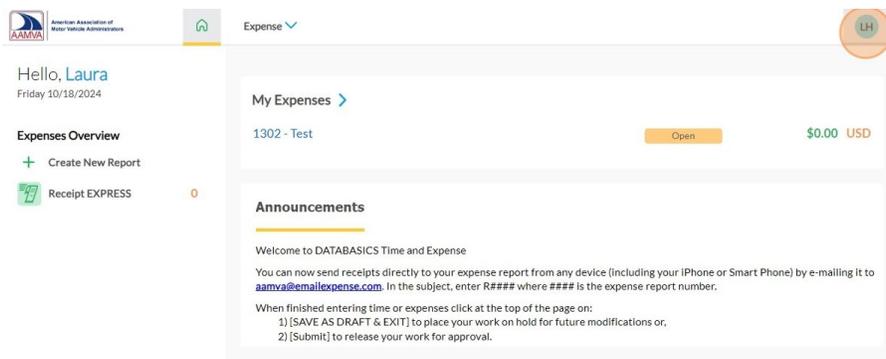
This document is a means to guide users on assigning a Proxy to submit DATABASICS expense reimbursement requests on behalf of travelers.

### User Guide

1. Navigate to <https://site10.data-basics.net/aamva00534/databasics.ext>
2. Input your login credentials and Click "Sign in".



3. Navigate to the upper right and click on your initials.



4. Click "My Preferences".

The screenshot shows a user interface with a user profile dropdown menu. The user's name is "pense" with a dropdown arrow. The profile information includes "Laura Hornick [0007292911]" and "(GMT-05:00) Eastern Time (US & Canada) MM/DD/YYYY". The dropdown menu contains three items: "My Preferences" (highlighted with an orange circle), "Help & FAQ", and "Sign Out". Below the menu, there is a "My Expenses" section with a link to "1302 - Test" and an "Open" button. An "Announcements" section follows, containing text about sending receipts to [aamva@emailexpense.com](mailto:aamva@emailexpense.com) and instructions on how to save or submit work.

5. Click "Assign My Proxy" tab.

The screenshot shows the "My Preferences" page. The "Assign My Proxy" tab is selected and highlighted with an orange circle. The page includes a navigation bar with tabs: "User Preferences", "Change Password", "ACH Setup", "Assign My Proxy", "My Profile", "Email Accounts", and "Favorite Addresses". Under the "General Options" section, there are several settings: "Date Preference" (mm/dd/yyyy), "Number Format" (##,###.00), "Time Zone" ((GMT-05:00) Eastern Time (US & Canada)), "Country" (United States), and "WBS/OBS display name" (radio buttons for Yes and No, with No selected).

6. Click "ADD" to insert a row and find the non-employee user's name.

The screenshot shows the "My Preferences" page with the "Assign My Proxy" tab selected. An "ADD" button is highlighted with an orange circle. Below the button is a table with the following columns: "Employee", "Entity", "Department", "Entry Type", and "Active".

- Click in the "Employee" text field and search for a non-employee user to assign as your proxy.  
Note: Enter the non-employee user's first name or last name (not both) and allow the database time to pull back results. The most unique name will reduce the selection options. Be sure to scroll through if there are multiple pages of results.

**My Preferences**

User Preferences Change Password ACH Setup **Assign My Proxy** My Profile Email Accounts Favorite Addresses

ADD

Employee	Entity	Department	Entry Type
	Autofill field	Autofill field	Same As My Group

Save Cancel

- Choose the non-employee user you would like to make your proxy.  
Note: The "Employee" must have an AAMVA account to be selected from the options list.

Employee	Entity	Department	Entry Type
Batchelor, Brent	Autofill field	Autofill field	Same As My Group

Save Cancel

- Batchelor, Brent Non-Employee Non-Employee
- Bennett, Brent Non-Employee Non-Employee
- Cain, Brent Non-Employee Non-Employee
- Caron, Brent Non-Employee Non-Employee
- Clarke, Brent Non-Employee Non-Employee
- Connolly, Brent Non-Employee Non-Employee
- Culler, Brent Non-Employee Non-Employee
- Darrah, Brent Non-Employee Non-Employee
- Darsch, Brent Non-Employee Non-Employee
- Downs, Brent Non-Employee Non-Employee
- Ericson, Brent Non-Employee Non-Employee
- Harding, Brent Non-Employee Non-Employee
- Hoffman, Brent Non-Employee Non-Employee
- Hogelin, Brent Non-Employee Non-Employee
- Iles, Brent Non-Employee Non-Employee
- Jarvis, Brent Non-Employee Non-Employee

- The "Entity" and "Department" fields will auto-populate to "Non-Employee".

**My Preferences**

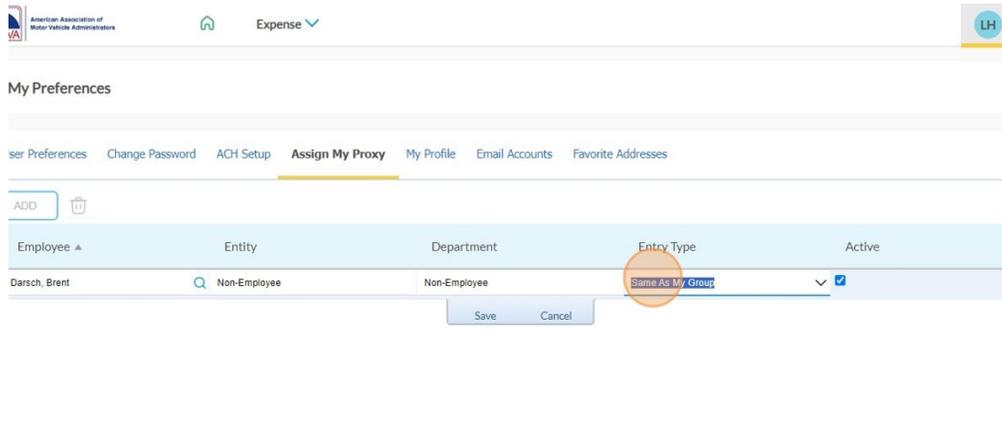
User Preferences Change Password ACH Setup **Assign My Proxy** My Profile Email Accounts Favorite Addresses

ADD

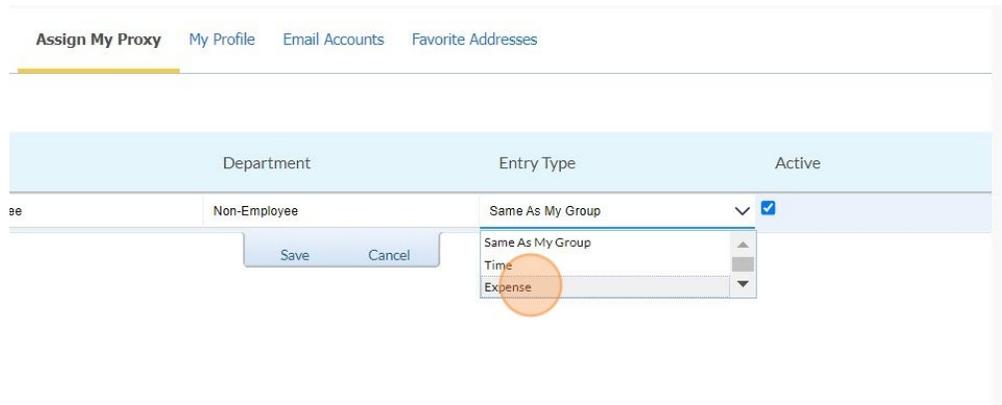
Employee	Entity	Department	Entry Type	Active
Darsch, Brent	Non-Employee	Non-Employee	Same As My Group	<input checked="" type="checkbox"/>

Save Cancel

10. Click into the "Entry Type" field.

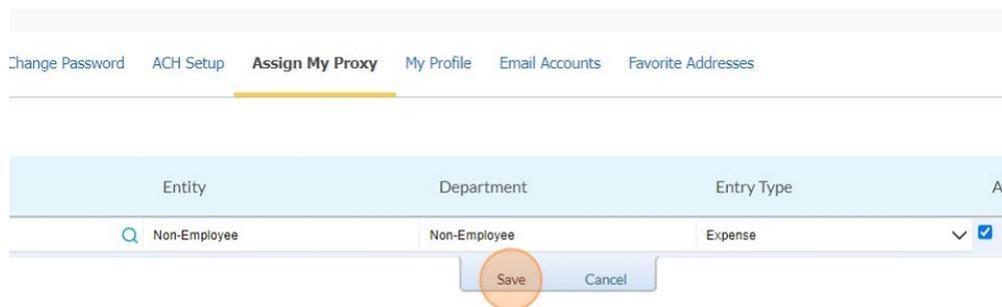


11. You MUST choose "Expense" from the "Entry Type" drop-down choices.

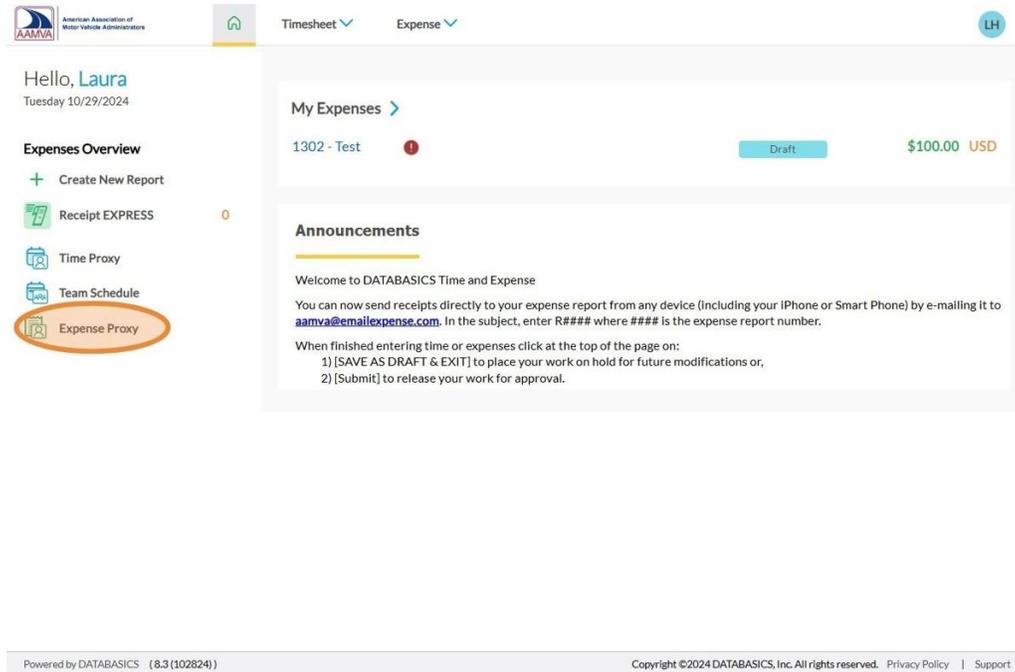


12. Click "Save".

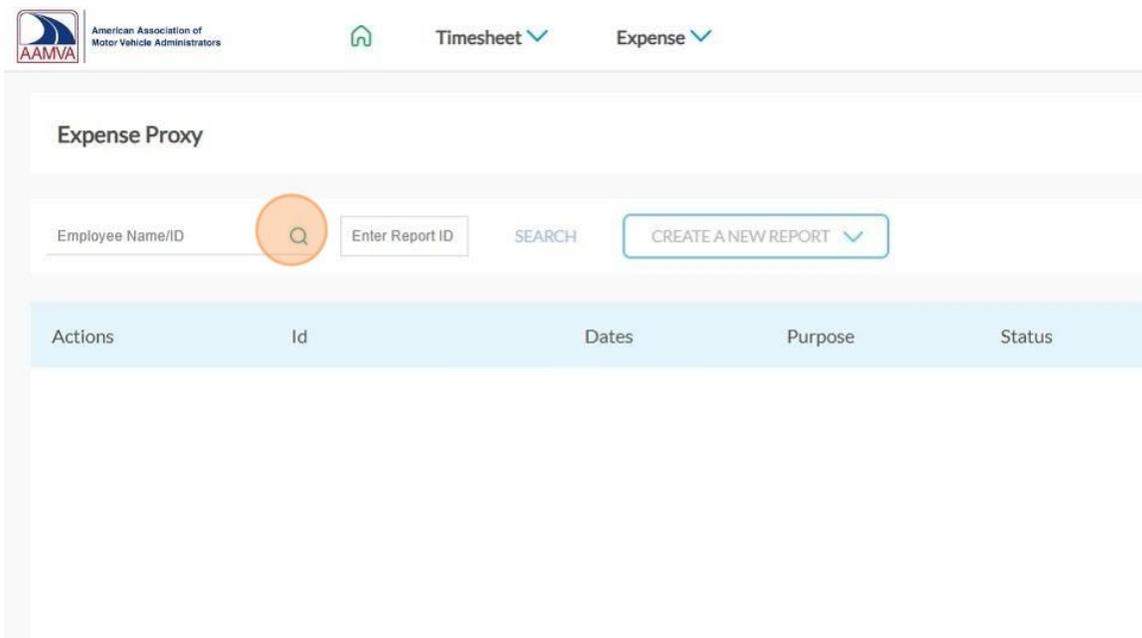
The Non-Employee user selected will now have authorization to input expense reimbursement reports on your behalf when signing into their instance of DATABASICS.



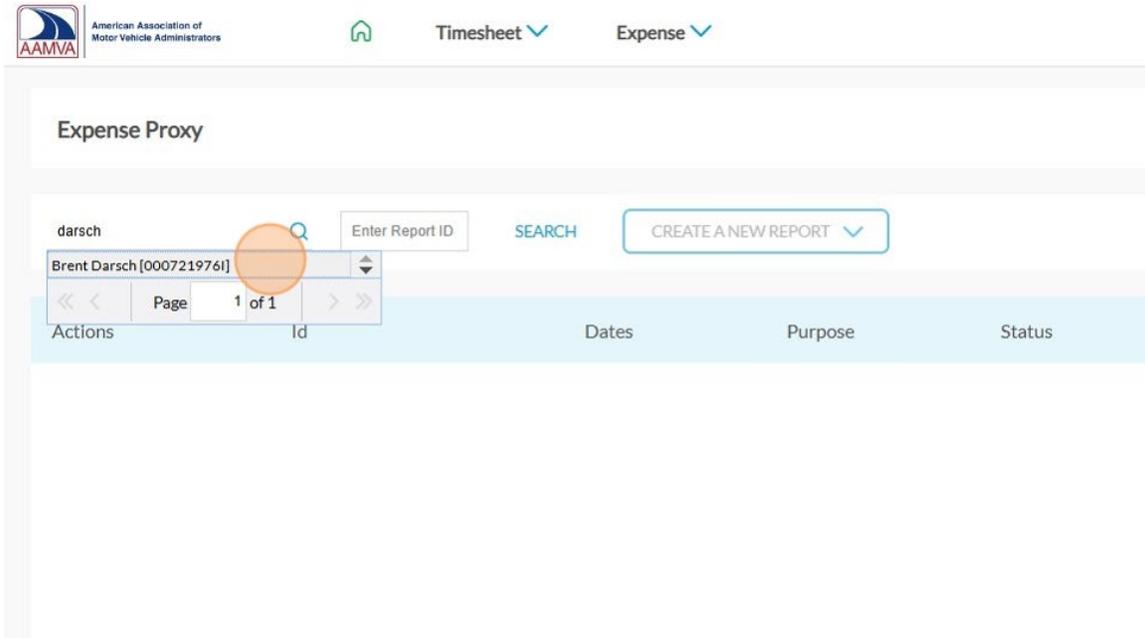
13. The designated proxy will now see "Expense Proxy" on the left-hand navigation of the home screen when signing-in.  
Click "Expense Proxy".



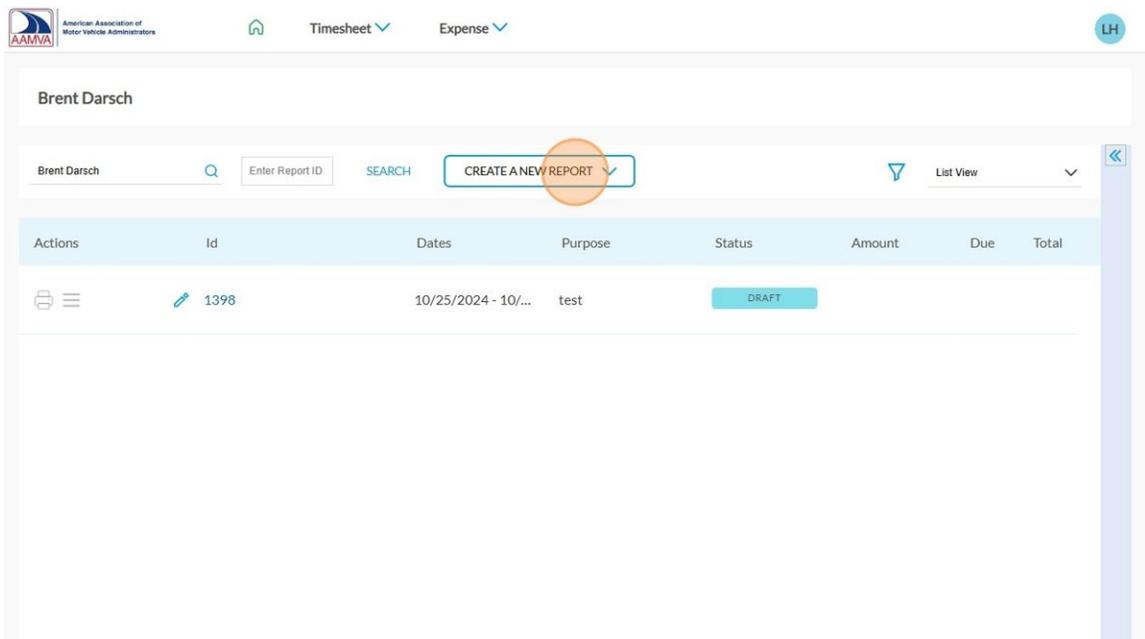
14. Click in "Employee Name/ID" and enter the non-employee user's first name or last name (not both). The designated proxy will then see the traveler's name for whom they are completing the expense report.



15. Choose the traveler's name for whom the expense report is being created, this will allow "CREATE A NEW REPORT" to be selected.



16. Click "CREATE A NEW REPORT".



17. Choose "Expense Report" from the drop-down.

The screenshot shows the AAMVA Timesheet interface. At the top, there is a navigation bar with the AAMVA logo, a home icon, 'Timesheet' with a dropdown arrow, 'Expense' with a dropdown arrow, and a user profile icon 'LH'. Below the navigation bar, the user's name 'Brent Darsch' is displayed. A search bar contains 'Brent Darsch' and 'Enter Report ID'. To the right of the search bar is a 'CREATE A NEW REPORT' dropdown menu, which is open, showing 'Agency Report' and 'Expense Report' options. Below the search bar is a table with columns: Actions, Id, Date, Description, Status, Amount, Due, Total. A row is visible with Id '1398', Date '10/25/2024 - 10/...', Description 'test', and Status 'DRAFT'. A 'DRAFT' button is next to the row.

18. Create an expense Report Cover Page and click "CREATE REPORT".

The screenshot shows the 'Create New Report: [XP] Expense Report' form. The form is titled 'Report Cover Page' and contains the following fields:

- \*Purpose: Test Proxy Expense Report
- \*City: ARLINGTON [ARLINGTON COUNTY]-VA (with a search icon)
- Choose Your Member Jurisdiction: Virginia (with a dropdown arrow)
- Notes: Text Proxy

Below the form, there is a toolbar with buttons: ADD, COPY & ADD, DISTRIBUTE EVENLY, IMPORT, and a star icon. Below the toolbar is a table with columns: Project, Class, % Allocation, Notes. A row is visible with Project 'P00455', Class '906', and % Allocation '100.00'. Below the table, there is a 'CREATE REPORT' button (circled in orange), a 'CANCEL' button, and a help icon.

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19. The non-employee's name that the expense report is being created for will be displayed in the header. Complete the expense report per the Expense Reimbursement user guide.

The screenshot displays the AAMVA Expense Reimbursement system interface. At the top, the header shows the report title "1442 - Test Proxy Expense Report" and the name "Brent Darsch" circled in orange. Below the header, there is a search bar and a dropdown menu for "ADD AN EXPENSE". The dropdown menu is open, showing a list of expense categories: Receipt EXPRESS (0), Air/Rail Transportation, Auto Rental, Gas, Tolls, Parking, Local Transportation, Lodging, Meals & Incidentals, Mileage, Non-GSA Per Diem, Phone/Internet, and Travel Assistance - Auto Rental. To the right of the dropdown menu, there is a table with columns for "Notice", "Amount", and "Due". The table currently shows a total of "\$0.00 USD" for both "Amount" and "Due". At the bottom of the page, there is a footer with the text "Powered by DATABASICS (8.3 (102824))" and "Copyright ©2024 DATABASICS, Inc. All rights reserved. Privacy Policy | Support".