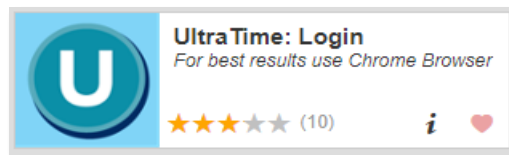


Proxy Supervisor Sign On

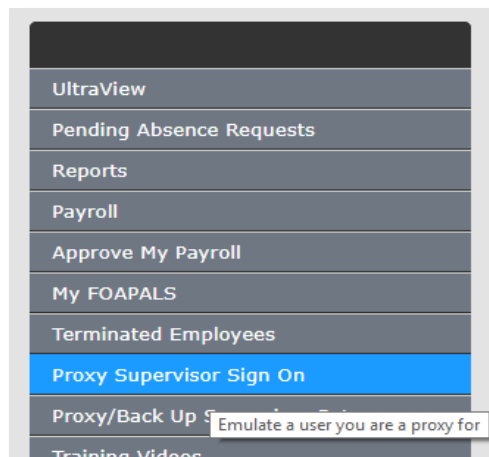
1. Log in to InsideND and search for '**ultratime**' in the search bar.



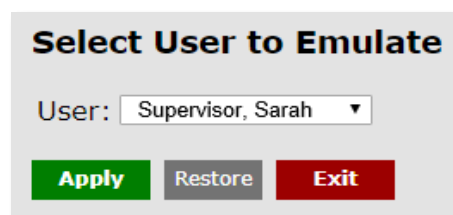
2. Click on **UltraTime: Supervisor Login**.



3. From the main menu page, click on **Proxy Supervisor Sign On**.



4. Use the **drop down** to select the supervisor for which you are going to act as proxy and click **Apply**.



5. Now when you click on **UltraView**, this will take you to the **other supervisor's** employees and their time.