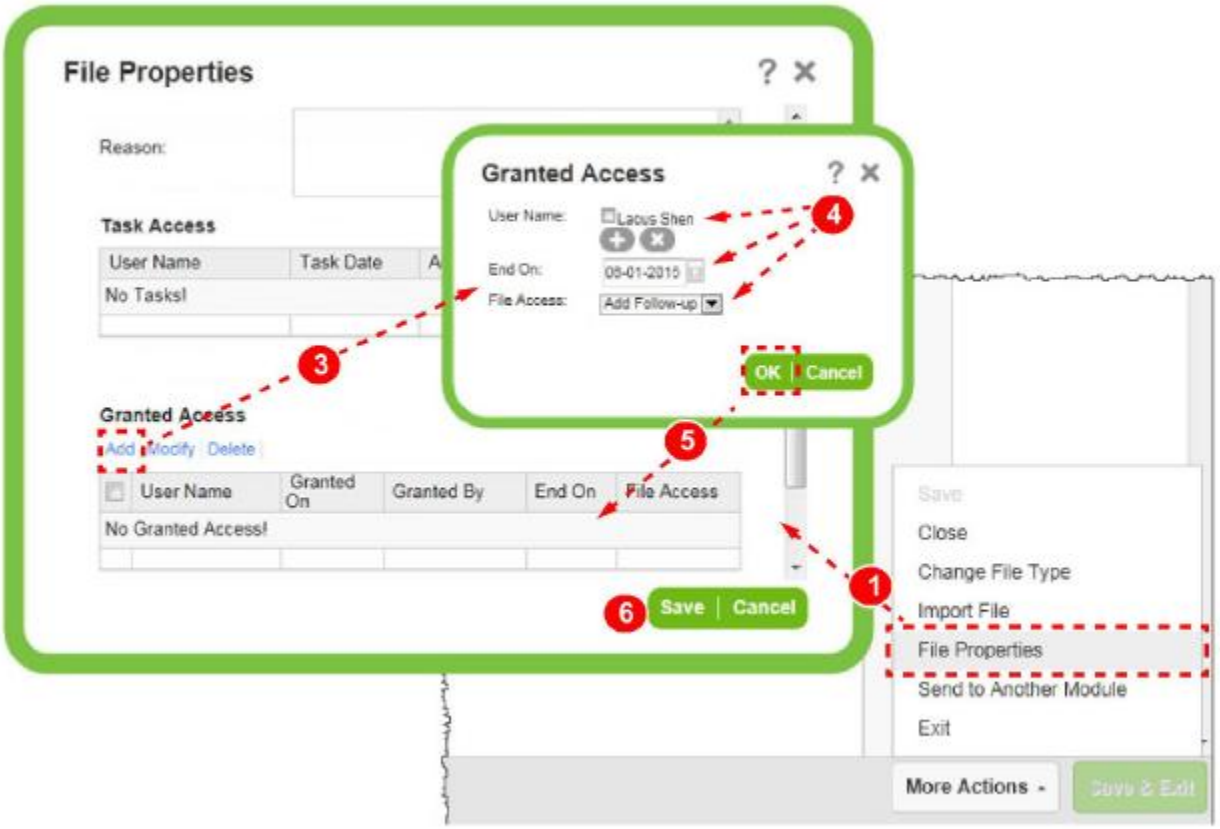
Health PEI
One Island Health System

Provincial Safety Management System

Granted Access

Granting access to a File

The Security tab is used to view the users who have access to the file, which is normally outside of their view access. If you need a user who does not have access to the file to provide some follow-up details, however, you can grant them temporary access to the file from this tab. Access can be limited to read-only, allowed for creating follow-ups only, or be provided for complete control of the file.



To grant access to a file:

1. Click on the **More Actions button** at the bottom right hand side of the file.
2. Then select **File Properties**.
3. Click on the **Security** tab at the top of the page.
4. In the **Granted Access** section (at the bottom of the page), click **Add**. The granted access dialog opens
5. Click on the **Plus** sign next to User Name. The Search tab will open. Please put user's name in the **Name Contains** box and select the **Search** button. Select the box next to the name you are choosing and click **OK.**

   Tip: Check the box next to a user and click the **Modify** or **Delete** link to modify a user's access rights.
6. **End on:** Select the date that you would like access to end. Leave the field blank if you want no expiration.
7. **File Access:** Select access rights for user. Select **Read Only** to allow user to view the file only**; Add Follow Up** to allow user to add details to the file under **Add Follow-Up**; **or** select **All** to grant complete access to the event**.**
8. Click **OK.**
9. Click on **SAVE** to return to file.
10. Click **OK**