



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.

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Task Access		-	User Name:	Lacus Shen			
User Name	Task Date	A		00			
			End On:	08,01,2016			
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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