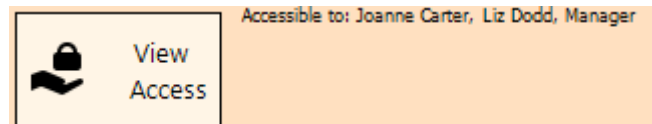


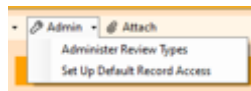
## Specific Record Permissions

The following sections within CMS allow to set specific access per record:

- Employee Reviews
- Employee Assessments
- Accidents and Incidents
- Home Complaints & Suggestions



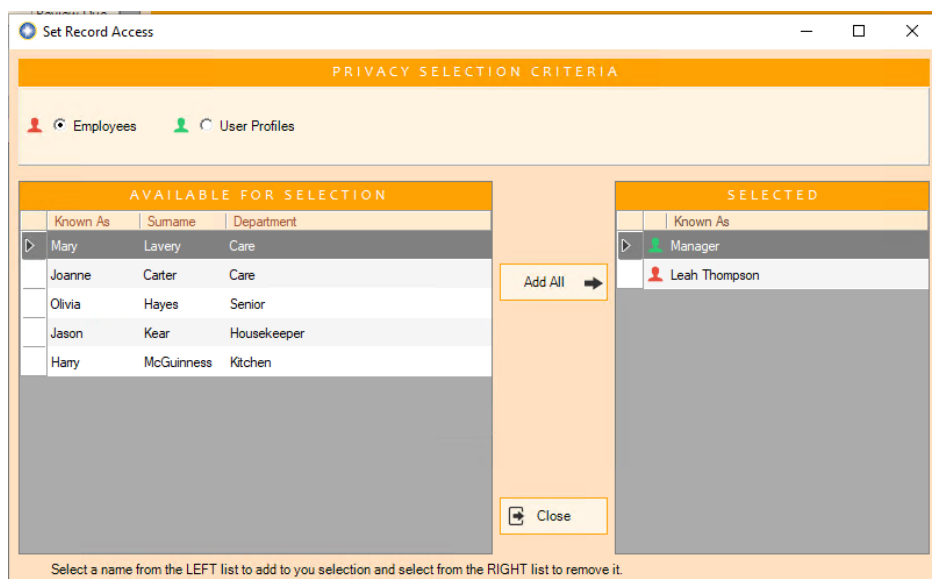
1. Setup your default access (if required) – if no default has been setup everyone may view the record.



You can now restrict an employee from seeing their own record, or a resident's keyworker to be included in the default view access.

2. To restrict specific records, click on View Access. You can then select multiple employees and user profiles that may view the record.

This will automatically populate from the default access that has been setup, you can then amend as required.



After selecting who can view the record, their names / user profile will be displayed against the record.