

A504 - Make an Internal Visit private - confidential

Overview

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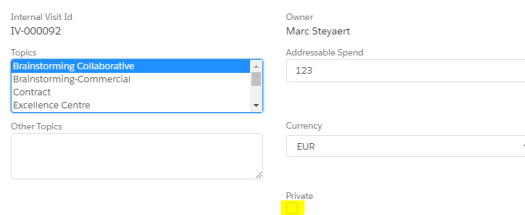
Convergence allows you to make your Internal Visits private. By doing so, you are the only one who can access it. You can also share it with specific people only .

Step-By-Step

STEP 1

When creating an Internal Visit, tick the **"Private"** checkbox in the Information section

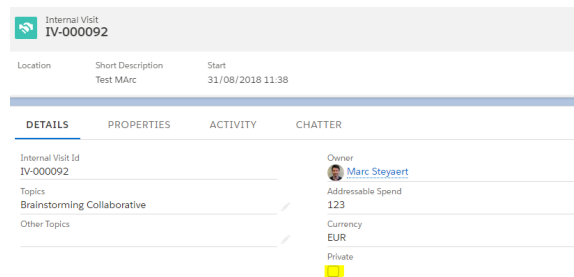
Edit IV-000092



For an already existing Internal Visit, open it and :

1- Tick box **"Private"**

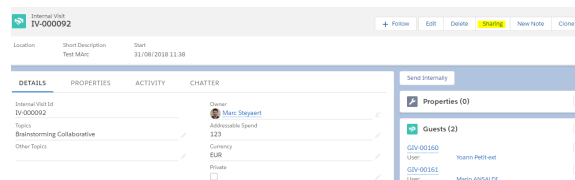
2- Click on the **"Save"** button



STEP 2

Your Internal Visit is now private, visible only by the **Owner**.

In order to share it with other user click on the **"Sharing"** button



STEP 3

Type the name of the person you want to share your Internal Visit with in the "**User Name**" field and select it

Sharing

User Name

 yoann p



 Yoann Petit-ext

* Access Level

Read

Edit

ACTION	USER	TYPE	ACCESS
	Solvay	Rule	Read
	Marc Steyaert	Owner	All

Cancel

STEP 4

1- Choose a "**Read**" Access Level if you want your colleagues to only display your Visit Minutes, or "**Edit**" one if you want them to be able to edit it

2- Press the "**Create new sharing**" button

Sharing

User Name

 Yoann Petit-ext



* Access Level

Read

Edit

Create new sharing