

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

Internal Visit Id IV-000092	Owner Marc Steyaert
Topics Brainstorming Collaborative Brainstorming-Commercial Contract Excellence Centre	Addressable Spend 123
Other Topics	Currency EUR
	Private ☒

For an already existing Internal Visit, open it and :

1- Tick box **"Private"**

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

Internal Visit
IV-000092

Location	Short Description Test Marc	Start 31/08/2018 11:38
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DETAILS	PROPERTIES	ACTIVITY	CHATTER
Internal Visit Id IV-000092	Owner Marc Steyaert		
Topics Brainstorming Collaborative	Addressable Spend 123		
Other Topics	Currency EUR		
	Private ☒		

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

Internal Visit
IV-000092

+ Follow Edit Delete **Sharing** New Note Clone

Location	Short Description Test Marc	Start 31/08/2018 11:38
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DETAILS	PROPERTIES	ACTIVITY	CHATTER
Internal Visit Id IV-000092	Owner Marc Steyaert		
Topics Brainstorming Collaborative	Addressable Spend 123		
Other Topics	Currency EUR		
	Private ☒		

Send Internally

Properties (0)

Guests (2)

GDV-00160 User Team PNH ext

GDV-00161 User Marc ANGALE

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

Q

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

Q

* Access Level

Read

Edit

Create new sharing