

KBA: SHARE A REPOSITORY

Vericord IQ3 • MMS 13.1 • Repository

1. PURPOSE

Share a repository of IQ3 events with system users and with people outside your organization. System users see a shared repository on their Repository page. People outside your organization receive an email link to the repository.

Recipients outside your organization can play the repository but cannot edit it. Their email link can be used only once.

2. BEFORE YOU START

- The repository must contain the events you want to share. To add events, on **Search**, check the events and choose the repository from the **Add to Repository** dropdown.
- The repository must have **Public Visibility**.

3. PROCEDURE

Step 1: Set the Repository to Public

1. Select **Repository** from the menu.
2. In the repository's row, check the **Visibility** column. If it shows Public, go to Step 2.
3. Otherwise, click **Edit** in the Settings column. The **Edit Repository** dialog opens.
4. Select **Public Visibility** and click **Save**.

Step 2: Choose Recipients

5. Click **Share** in the repository's Settings column. The **Share Repository** dialog opens.
6. To share with system users, check their addresses in the **System User's Email** list.
7. To share with someone outside your organization, enter their address in **Recipient Email** and click **Add Recipient**. The address is added to the Recipient Email list.

Step 3: Share

8. Click **Share Repository**.

Recipients outside your organization receive an email. They open the link and click **Yes** to access the repository one time.

NOTE: Click **Close** to leave the Share Repository dialog without sharing.

4. VERIFICATION

- System users see the repository on their Repository page with Visibility **Shared**. Their Settings column shows only **View**.
- Recipients outside your organization can play the events but cannot edit the repository.

5. VIEW AND EXPORT REPORTS FROM A REPOSITORY

1. On the Repository page, click **View** in the repository's row. The **Repository Tool** opens with the repository's events.
2. In an event's **Report** column, click:
 - **Generate Standard PDF** to create the report
 - **View Standard Report** to open it
 - **Export Standard Report** to download it

The tabs on the right edge of the Repository Tool open **Attached Files**, **Internal Notes**, and **Shared Notes**.

6. TROUBLESHOOTING

Problem	What to do
A recipient outside your organization cannot open the link again	The link works once. Share the repository with them again.
The repository shows only View in Settings	It was shared with you, so you can view it but not edit or share it.