

Editing Home Access as an Admin

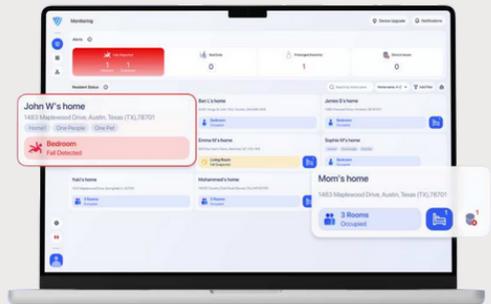


By Spark Care

As an admin, you can change which homes or groups a user can access at any time. This is useful when staff move between locations, join new projects, or no longer need access to certain sites.

SILVER SHIELD
Knowledge Hub

PARTNER PORTAL GUIDES



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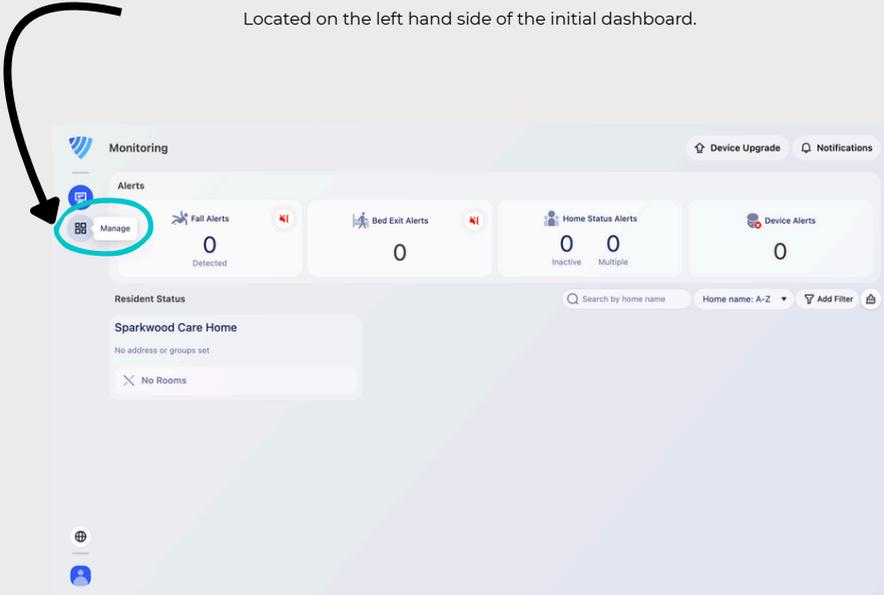
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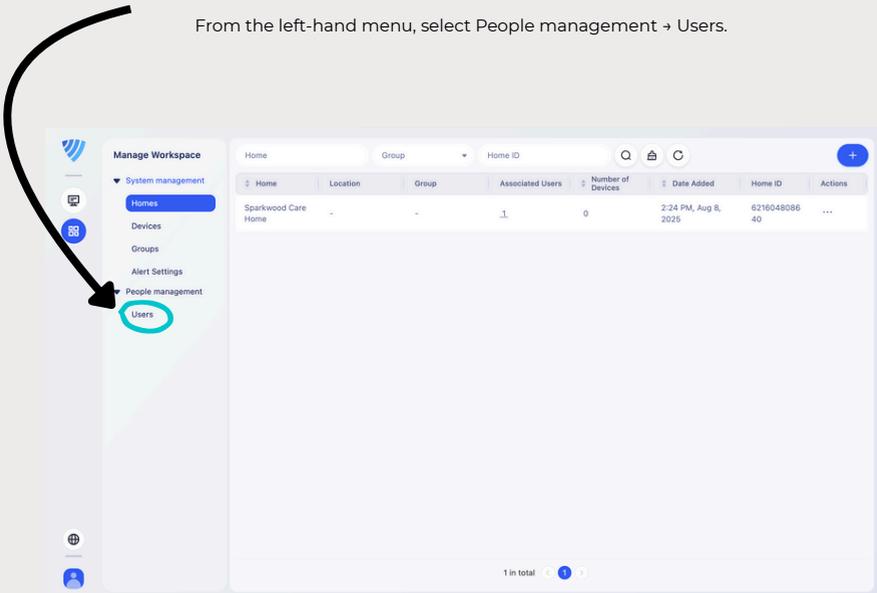
1. Go to the Manage section

Located on the left hand side of the initial dashboard.



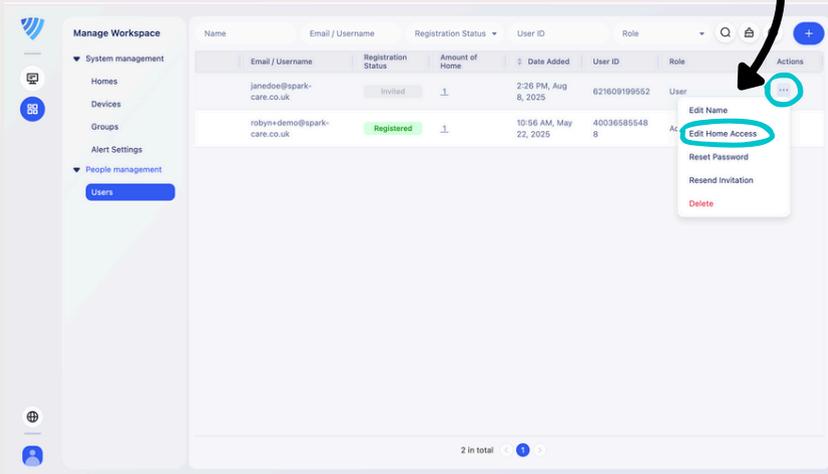
2. Go to the Users section

From the left-hand menu, select People management → Users.



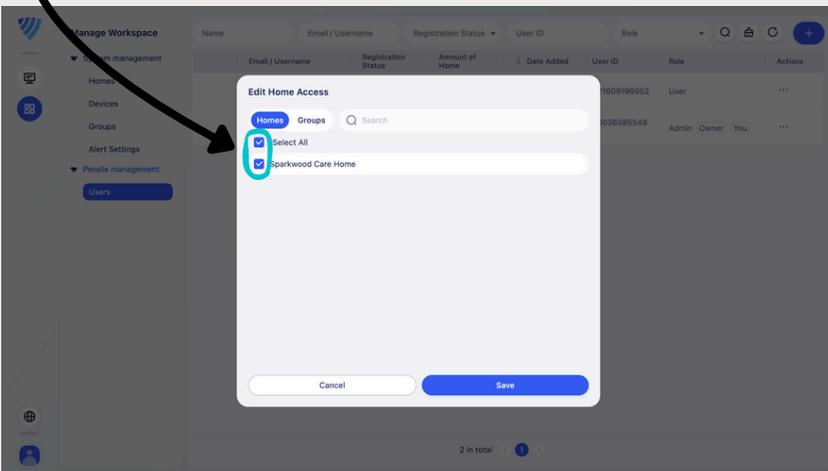
3. Open the Actions menu

Find the user you want to edit, click the three dots under Actions, and select Edit Home Access.



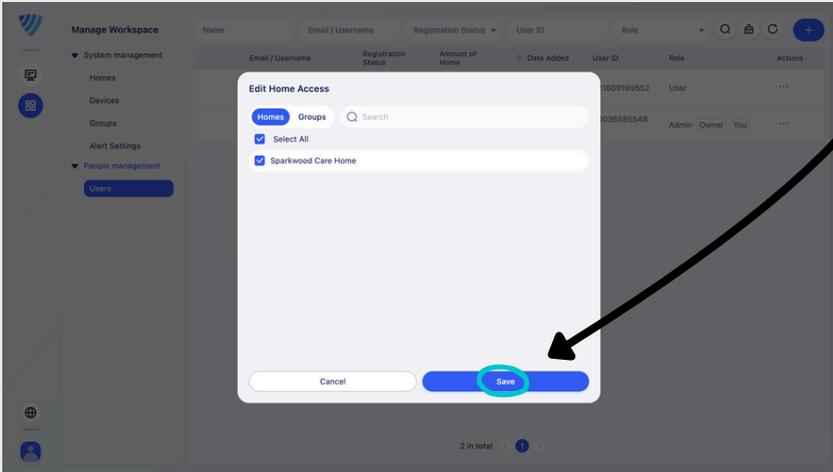
4. Choose homes or groups

Tick or untick the boxes to grant or remove access to specific homes or groups. Use Select All if needed.



5. Save changes

Click Save to apply the updated access permissions.



6. Confirm the update

The user's access will update immediately, and they will only see the assigned homes or groups when they log in.

