



**Subject: BriefingEdge** Version 13.2 New Features

## Site Configuration Responsibility – Why would you use it?

Prior to release **V13.2** of **BriefingEdge**, configuration changes to any of your company's sites needed to be done by someone with an Administrator access level. With everyone's workload increasing on (what seems like) a daily basis, it made sense to permit others to be responsible for configuring their site and its scheduling rules and holidays.

**BriefingEdge** Version **13.2** expands on this approach by extending site configuration capabilities to one or more Coordinators in your group.

In tandem with the elimination of the old "Site Administrator" access level, certain briefing center Coordinators will be permitted to have site configuration responsibilities. In addition to their existing Coordinator responsibilities, and perhaps even responsibility for receiving notification e-mails, once designated, they will now be able to access a new "Site Configuration" menu from their Coordinator Main Menu.



The Site Configuration Menu enables them to alter one of four sets of attributes for your briefing center:



- 1) **Site setup**, which will present them with access to ALL attributes of your site, from hours of operation, to maximum number of visits allowed per day;
- 2) **Rooms**, which will permit them to specify the individual rooms that comprise their site and each room's attributes ;
- 3) **Schedules and Holidays**, which will permit them to add or remove holidays, both center-wide and by individual rooms; and
- 4) **Site Bulletin** which will allow them complete authorship for the bulletin optionally displayed when a user logs onto your site.

**NOTE:** For additional security, a Coordinator can only change these attributes for the sites to which they have been assigned.

## Site Configuration Responsibility – How do I use it?

A new function has been created (under the Site Administration column from the administration menu) just to select which person(s) will receive permission to alter configurations.



After you select this function, the screen below will appear. You will need to specify which of your site(s) you wish to work with (if you have more than one) since they can all be configured independently and have different Coordinators assigned.



On the upper portion of the next screen, you will see lists users currently assigned Site Configuration privileges for this particular site. If no one has yet been assigned, the list will be void. Preceding each Coordinator is a **remove** button, which, when clicked, will completely remove the person following from this list. (It only removes them from this permission list, and does **not** remove them from the overall list of users.)

**Users with Site Configuration Permissions for Princeton Briefing Center** Select New Site

**Coordinators currently set up with Site Configuration Permissions for Princeton Briefing Center**

<a href="#">Remove Site Admin Access</a>	James Monroe	tmatthews@briefingedge.com
<a href="#">Remove Site Admin Access</a>	Dave Matthews	kathmath1@briefingedge.com
<a href="#">Remove Site Admin Access</a>	Tony TheCoordinator	tpaolo@briefingedge.com

---

**Give a user Site Configuration permissions for Princeton Briefing Center**

Princeton Briefing Center Coordinators who don't have Site Configuration permissions:

[Give this user Site Configuration permissions to this site](#)

Coordinators who have Site Configuration permissions for a particular site will see an additional menu item, titled *Site Configuration*, at the bottom of their Coordinator menu when they are working in that site.

The *Site Configuration* option gives them access to the following administrator maintenance screens for that particular site:

- Site Setup
- Rooms
- Holidays
- Site Bulletins

On the lower portion, you can get a drop-down of all the Coordinators for the selected site location (remember, all Administrators already have this capability), and you may **add** any of them to the list.

### Why would you REMOVE a Coordinator?

Removing is a permanent function used when a person is no longer "on the job" with the briefing center, or for some other reason they will no longer need access to the Site Configuration.