

Security & Sharing

WELCOME TO THE NEW FACTOR ONLINE SYSTEM!

Whenever a User creates a Profile or a Project they become the Administrator of that information and the primary rights-holder for writing, editing, and maintaining the information. Other Users may also have default rights to verify or read that information – like the Applicant or Artist Members – and additional Read or Read & Write Access may be extended at the Administrator's discretion.

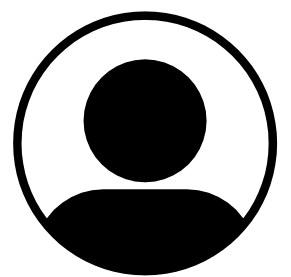
As the Administrator, it may happen that you need someone else to help you review or work on a Profile or Project that you have created. In order to have someone work with you on a Profile or Project that you administer, you will need to take steps to grant Access to that User.

USER ACCESS

To do this, first navigate to the Profile or Project that you wish to extend access for. The process is the same for Applicant Profiles, Artist Profiles, and Projects. Only the name of the Drop Down Menu will change to reflect the type of Profile or Project that you are sharing. Once you are in the Profile or Project that you wish to share, select the drop down in the upper right corner of the form and select User Access from the bottom of the list.

Press Add to search for the User that you would like to assign Access. This will bring you to another window.

Type the email address of the individual you would like to grant Access to into the Email text field and press the Search icon. If they are an Existing User in the system, their encrypted information will fill the required fields. You are then left to determine their access level (No Access, Read Access, or Read & Write Access) and whether or not you would like them to see User Confidential Files that are uploaded to the respective Profile or Project. If the person you select is not an Existing User, you may still give them Access to the Profile by filling out their basic information here, however they will need to create a User Profile in order to take advantage of these rights.



When you Save and Close, an email will be sent to the User notifying them that their Access level has been changed and once they log in using the same email address they will be able to Access the Profile or Project to the extent that you've granted. Only one Profile can exist in the system for any given Artist or Applicant. If you require access to an existing profile, you must request permission from the Applicant or Artist and have the Administrator grant you access. If the Artist or Applicant does not know who administers their profile and cannot login to view their profile, please have them contact FACTOR and we will be able to facilitate the process.

Ultimately, Artists and Applicants have the final say on who will administer their profiles and projects. If you are an artist or applicant and need to change the administrator of your profile or projects, please contact FACTOR.