

## File Librarian role

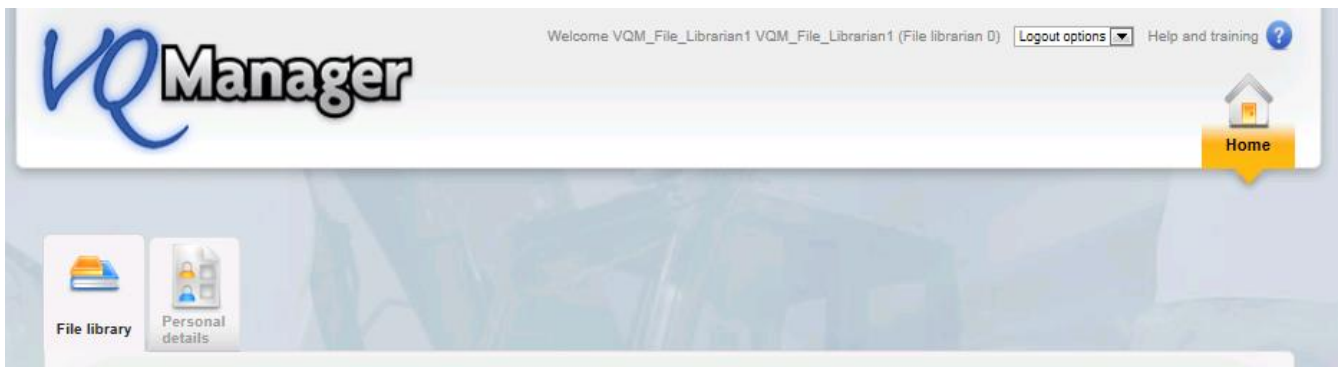
### **Preventing Centre Admins sharing files (allowing only File Librarian to do that)**

The Centre Admin user was able to share documents with users throughout the organisation. However, when a CA leaves the business, those shared documents get locked into the CA profile. The solution to this was to create the File Librarian role, so that files can be shared with other users via an account all admin users have access to.

Where a centre has a File Librarian log in set up, we have activated this centre switch, to prevent Centre Admins from sharing files in their own accounts by mistake.

If you share files within the VQManager system, and don't have a File Librarian log in set up in your centre, or you aren't sure of the File Librarian log in for your centre, please contact SkillWise.

This role in VQManager allows for the creation of a shared log in solely for uploading and sharing files with users. These logins do not have access to any other Centre Admin area just that of File Library to enable to sharing of documentation.



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