

Granting access to client files via CornerPost

CornerPost users are now able to provide access to their client files to another CornerPost user via the “Client Files” section of the website.

Granting access to a logged-on user’s client files is done by following the process below:

1. Client file owner logs onto CornerPost (www.cornerpost.net.au) and navigates to “Client Files” (credentials are those used for the Mobile Apps or SoilMate online, please contact us if you require these reset)
2. Client file owner selects target users.
3. Client file owner selects client files that he/she intends to grant access to the selected users from the previous step.
4. Target user receives an email with instructions to confirm the access provided by the client file owner.
5. Target user confirms client file access by clicking on the link provided on the email message.

Note that whilst the owner has established the access to the selected client files, the target user will not have access to them until the confirmation process is completed.

CLIENT FILES MAINTENANCE

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Client Files

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CornerPost User	Created	Status	
Fermi Jiang	17/04/2013 09:16:10	Not Active	Deactivate
Fermi3 Jiang3	17/04/2013 09:16:30	Not Active	Deactivate
Alex Samson	17/04/2013 10:47:44	Active	Deactivate

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The “Client Files” maintenance page starts off with the list of CornerPost users for which the logged on user has granted access to his/her client files. The creation date and the status is also presented, as well as a button to “Deactivate” an active grant access.


Note: To re-activate a deactivated access, the owner would have to re-send the confirmation email to the target user by clicking on the user name, and saving the access grant request.

CREATE NEW ACCESS GRANT

A CornerPost user allows other users access to his/client files by clicking on the “Share Client File(s)” link at the right side of the page.



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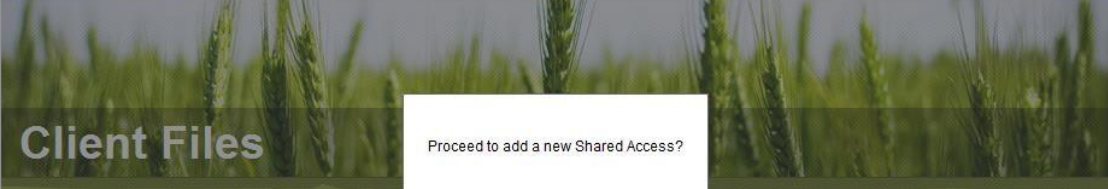
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Proceed to add a new Shared Access?

[Share Client File\(s\)](#)

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Upon confirmation, the owner then selects target users. The default list includes CornerPost users from the same Trading Name as the logged-on user's.

Continue

Nominate a CornerPost user from the same Organisation/Region or enter an email address.

CornerPost User	Trading Name
<input type="checkbox"/> Geeves, Chris	Back Paddock Company
<input type="checkbox"/> Lee, Katherine	Back Paddock Company

Alternatively, the owner can select another user from a different Trading Name by using the search box provided.

When the target users selection is completed, click on the “Continue” button at the right to proceed with the selection of client files.

TARGET USER(s) : Katherine Lee

☐ Include other users with the same rank as the target user.

Chris Geeves

Select client files to share.

☐ Hh
 ☐ KatyLeeDemo

☐ SprayRecTest
 ☐ TestKaty

Upon confirmation of the selection by clicking on the “Save” button on the right, the system then proceeds to create the confirmation emails. Each of the selected CornerPost user will receive the email similar to the one below:



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CornerPost Client file(s) access

Dear Alex,

Joe Citizen has granted you access to the following client file(s):

- ☐ Spray Rec Test
- ☐ Hh
- ☐ Katy Lee Demo
- ☐ TestKaty

To confirm and activate your access to these client files, please click on this [link](#).

If the link does not work, please copy the web address below and paste on your browser's address bar:

[<http://cornerpost.backpaddock.com.au/ConfirmFileShare.aspx?ID=66def33e-7a02-4759-954e-da8366ce912a&source=REHS5Rx/3XdZ0NO93QqbBjAudIDJBHU3/2ye9S45rTM=>]

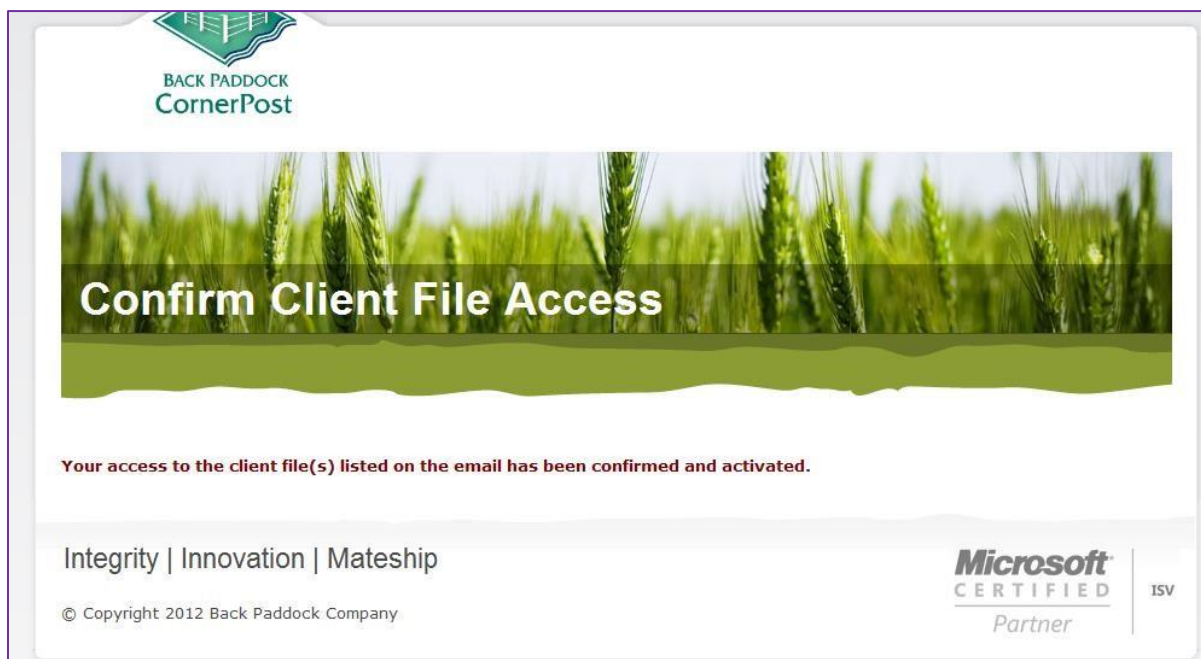
If you are having trouble accessing the link, kindly contact our friendly support staff at the details below.

Regards,

Back Paddock Software Support Team

Help Desk: 1800 557 166
Web: www.backpaddock.com.au
Email: support@backpaddock.com.au
Fax: 07 3821 3544

Each email has its own unique identifier to ensure that the access is granted only to the specific target CornerPost User. The target user will not have access to the listed client files until the confirmation process is completed. This is done by clicking on the unique link provided on the email body or by copying then pasting the URL to a browser.



EDIT CLIENT FILE ACCESS

Clicking on the name of the CornerPost user from the main list will bring up the page similar to the one below. The page lists all the client files owned by the logged-on user. A check on the box before the client file name will appear for the client files shared (or granted access) to the selected CornerPost user. Changes to the selection can be made on this page, but a confirmation email will not be sent to the target user. Changes made on this access grant will immediately take effect.

Select client files to share.

☒ Hh

☒ SprayRecTest

☒ KatyLeeDemo

☐ TestKaty