

Access Level in User Manager

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Access Level is for Notes and Documents. Every note and document that is saved in Managely has an access.

Customer Level: If a note or document is saved as a Customer Level, customers who can log into the Customer Portal will be able to see these notes and documents.

Internal: It is recommended to save most documents and notes as **Internal**. This means that internal staff with Internal access permissions can view those notes and documents. Internal can also see the customer level.

Access Level Admin is typically reserved for managers, superiors. When notes and documents are saved at this level, only users with admin level access can view them. Admin Level can also see Internal and Customer notes and documents.
