

Assign Users to View Another Region

Home > EMResource > Guide - Regions > Assign Users to View Another Region



As an authorized administrator, you can easily assign your users viewing rights to [another region](#) with which you have an active mutual aid agreement.

verify delete	Illinois Region 9	No	No
Region 10 can view can view			
Action	Name	Display Order	
manage users	Region 1	down	
manage users	Region 2	up down	
manage users	Region 7	up	

When a person has access to one or more mutual aid regions, the **Other Regions** option appears in the main menu. The user can navigate to that region's view and look at resources and details.

To assign users

1. In the main menu, click **Setup** and then click **Other Regions**. The *Other Region List* opens.
2. In the *(RegionName) can view* table, locate the region and, on that row, click **manage users**. The *Assign Users to view (RegionName)* page opens.
3. As appropriate, select or clear the **Assign for all users** checkbox (located in the middle of the page above the filters).
4. Alternatively, you can select or clear the checkboxes for individuals.
5. Click **Save**.