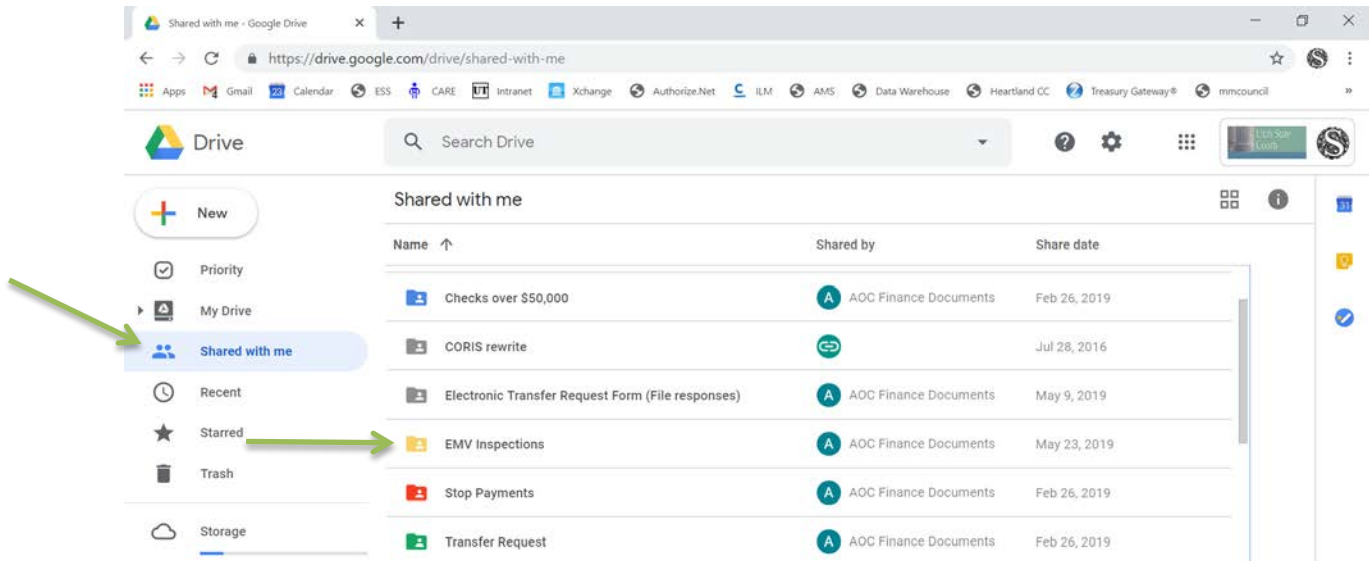


Sharing Access to EMV Inspections (Responses) Document

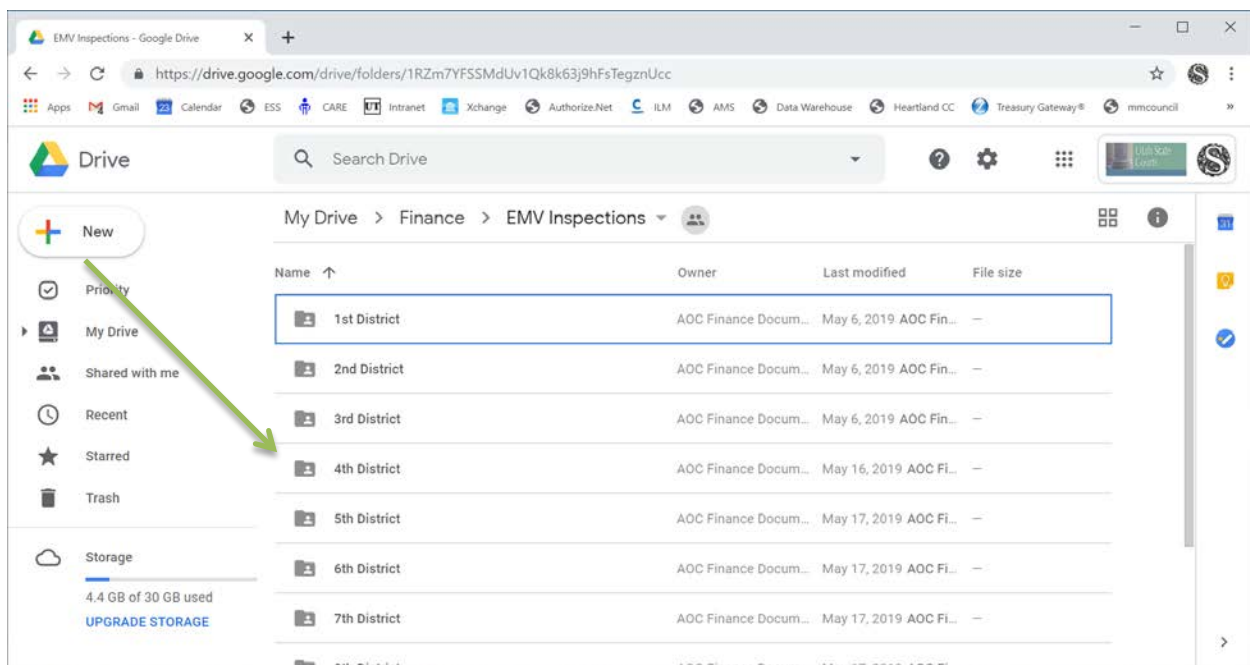
Read only access to the EMV Inspection (Responses) Document can be shared with an employee that has been assigned to periodically review the form, to ensure that daily inspections are occurring. The Audit and Finance Departments have already been given access to the EMV Inspection (Responses) document. If you have any questions or require help please contact Suzette Deans (801) 578-3862 or Julie Farnes (801) 578-3888.

Go to Google Drive. Click on “Shared with me”

Open “EMV Inspections” (shared folder)

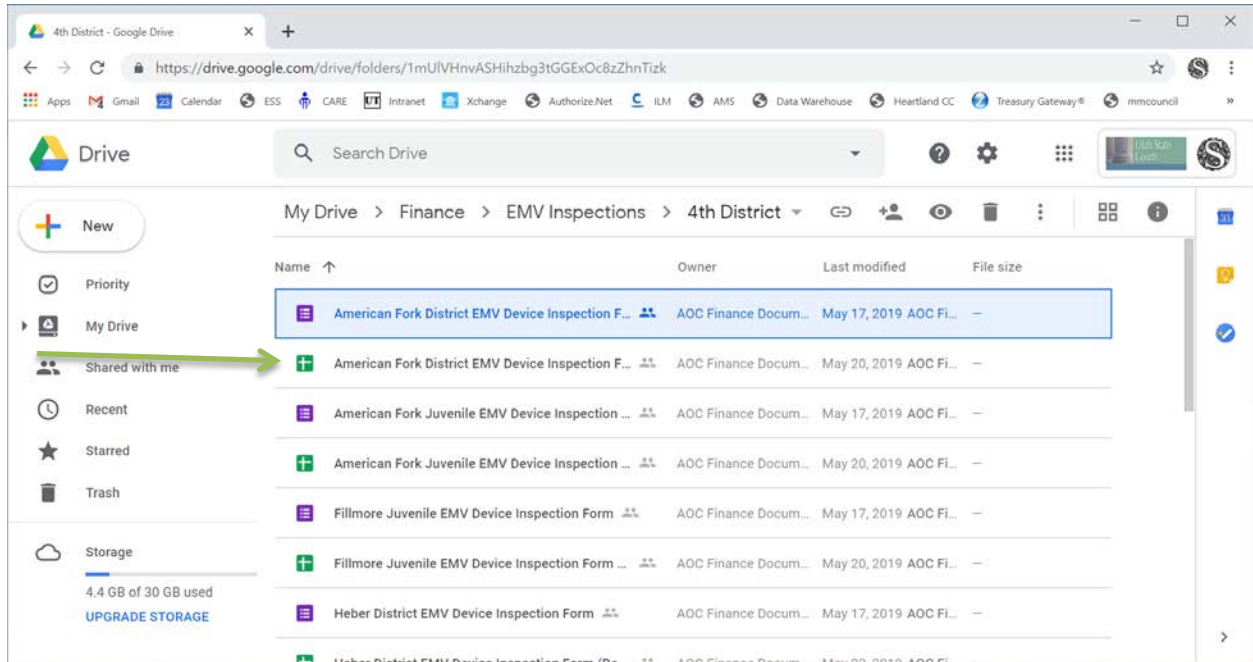


Choose your district folder

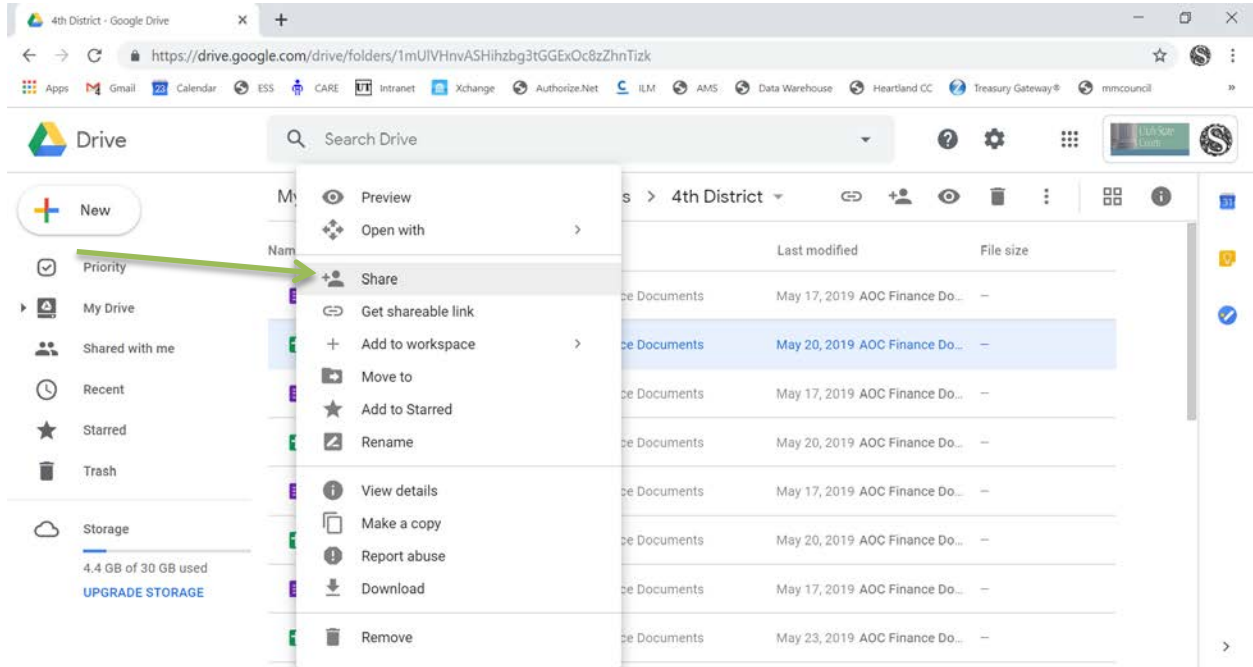


Sharing Access to EMV Inspections (Responses) Document

Hover the cursor over the court location's response document and right click the mouse button.



Select "Share"



Sharing Access to EMV Inspections (Responses) Document

Enter email addresses in the box

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Use the drop-down box and select "Can View." Select "Send"

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People

Suzette Deans Julie Farnes Add more people...

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Can edit
Can comment
✓ Can view

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Send Cancel Advanced