



How to Share Permissions

1. Sign-in to Web Instance

a. Go to <https://moc.gen4.info/>

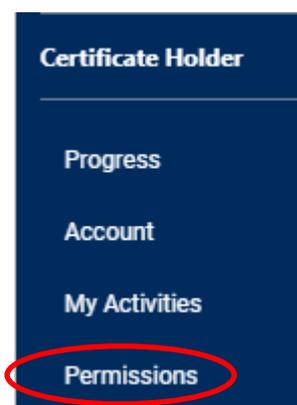
b. Select “Sign In”

NOTE: if you have forgotten your password select “Forgot Password” and enter your email address

2. Share Permissions

Note: This can also be done following the same process on the Phone App – it will look slightly different

a. Select the “Permissions” Tab from the Left Menu



b. Select the “Grant Permission” button

Permissions

The below table shows which organisations can view and modify your Activity Log.

Grant Permission

c. Find the company you wish to share your information with

Share Your Information With

Company Name

- Resources Regulator
- Clarence
- Mangoola Open Cut
- Gas and Coal Outburst Committee
- Wilpinjong Coal

Items per page: 5 21 - 25 of 91 < >

NOTE: use the arrows at the bottom to go between pages

d. Select the applicable sharing settings

Sharing Settings

Share Until

Until I disable this permission

0 Select an amount of time

Accessibility

- View Summary
- View Activities
- View Evidence
- Allow company to add events on my behalf

- **Share Until** - only put in dates if you only want to share for a selected period, otherwise leave blank
- **Accessibility** - unless there is a good reason you don't want to, it is advised to select them all

e. Select the “Add Permission” button at the bottom to save

Add Permission