

Read-only Profile Settings

Read-only profiles allow users to access information stored in Credible, but not to edit or change data in any way. These profiles are mostly used for auditing and evaluation purposes, but may be required by Credible in certain instances.

Add a Read-only Security Profile

1. Click on the **Admin** tab and then the **Security Profiles** link.
2. Click **Add a New Security Profile Entry** link.
3. Fill in the information and click the **Add Security Profile** button.
Do not check the *Profile Invisible* or *is Client User* options.

Add Security Rights

1. Click on the **Admin** tab and then the **Security Matrix** link.
2. In the *Read-only* column, assign the following security rights. This configuration will allow the user to view all Clients, Visits, and Employees in the Domain.

AdminTimeList	ClientVisitViewExt	ClientWarningView	EmployeeMessageLogViewAll
AdminTimeListAll	ClientVisitViewForm	DxView	EmployeeSuperView
ClientFileView	ClientVisitViewLog	ExternalProviderView	EmployeeView
ClientVisitFileView	ClientList	ImmunizationView	EmployeeViewAll
EmployeeFileView	ClientListAll	MedicalProfileView	EmployeeWorkSchedView
EmployeeFormFileView	ClientSuperView	TxPlusView	MyCWDashboardClient
ClientPaymentView	ClientView	TxView	MyCWDashboardEmployee
FinancialsView	ClientViewAll	eRxViewAllMessages	PhysicianOrdersView
ClientVisitDisplayAll	ClientViewLog	EmployeeFormList	AdvSearch
ClientVisitList	ViewClientLinks	EmployeeFormListAll	ReportList
ClientVisitListAll	AllergyView	EmployeeFormView	PlannerResourceView
ClientVisitSummaryView	AuthorizationView	EmployeeFormViewAll	PlannerView
ClientVisitView	ClientInsuranceView	EmployeeList	PlannerViewAll
ClientVisitViewAll	ClientLiabilityView	EmployeeListAll	

3. Add the following security rights if applicable to your Agency:
 - a. ViewPrivateClientFolders
 - b. ViewPrivateEmployeeFolders
 - c. RxView: Allows profile to view Client medications
4. Access can be limited by using the Program and Team functions in Credible. To restrict read-only access to a user's Team, add the following security rights to the read-only profile:
 - a. ClientVisitListTeamOnly
 - b. ClientVisitViewTeamOnly
5. Click the **Save All** button at the bottom of the page.