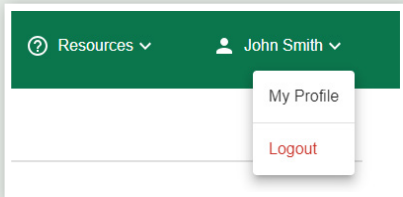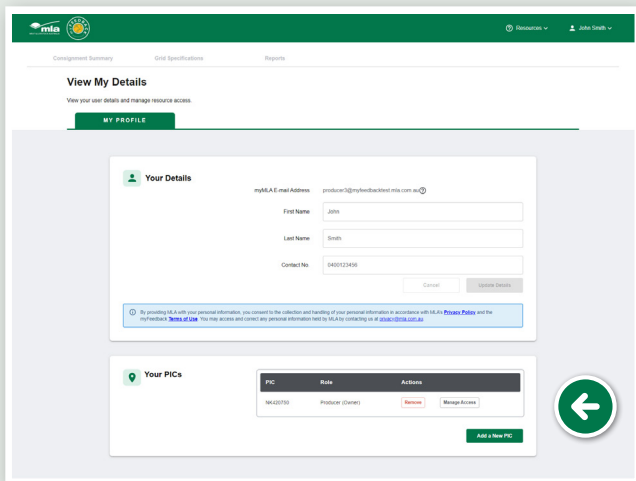# myFeedback:
how to share your data
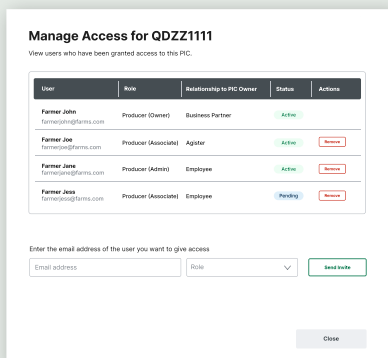
PRODUCER

To edit access to an individual PIC

1 Select the arrow on the top right corner next to the person icon.

2 On the 'View My Details' page, scroll down to the 'Your PICs' section and select 'Manage access'.

3 A pop-up will appear that will show all existing users with access to the selected PIC.

4 To **remove an existing user's access to a PIC**, select 'Remove' on the corresponding row. A warning message will pop up - select 'Remove' to proceed.

Removing User Access

Are you sure that you want to remove the Producer (Admin) access for Producer Admin from QDZZ3333?

Cancel | Remove

5 To **add a new user to a PIC**, enter their email address, role and select 'Send Invite'. An email will be sent to the new user to notify them they have been invited to access your PIC details.
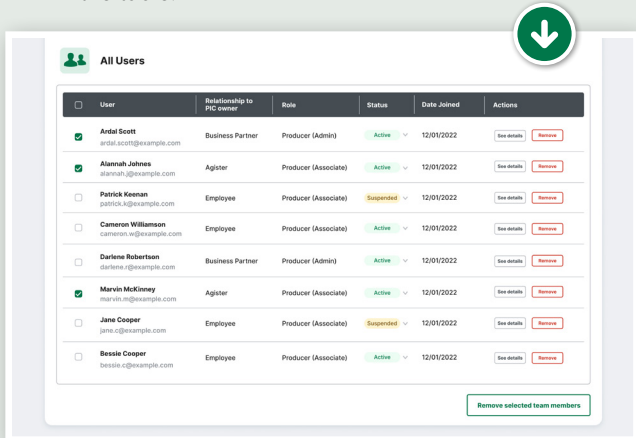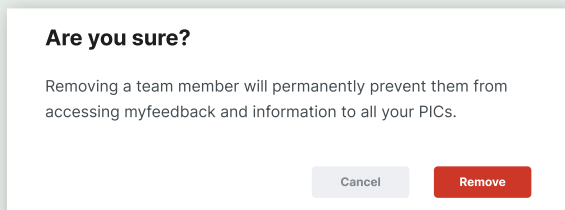
myFeedback profile access

1 You can also modify access to your myFeedback profile as a whole, rather than individual PIC. Navigate to the 'Manage Team' tab at the top of the page.
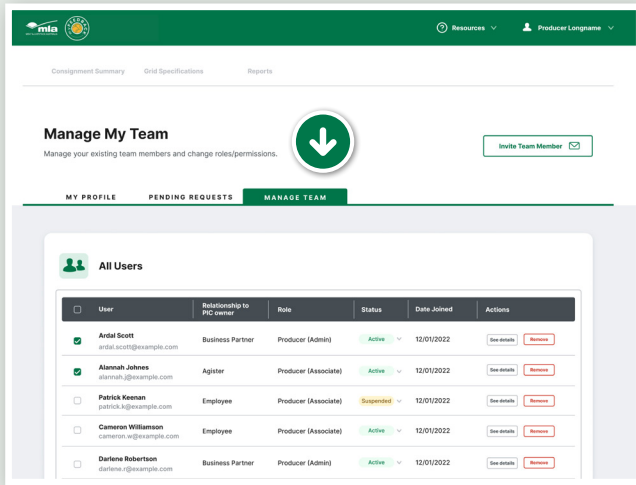

2 Remove access by selecting 'Remove' next to the individual team member. To remove multiple team members, select them using the tick box, then select 'Remove selected team members' at the bottom of the table.


**3** Confirm you want to remove access to myFeedback and your PICs.

Are you sure?

Removing a team member will permanently prevent them from accessing myfeedback and information to all your PICs.

Cancel   Remove

4 To provide access to your profile, select the 'Invite Team Member' button at the top of the page.
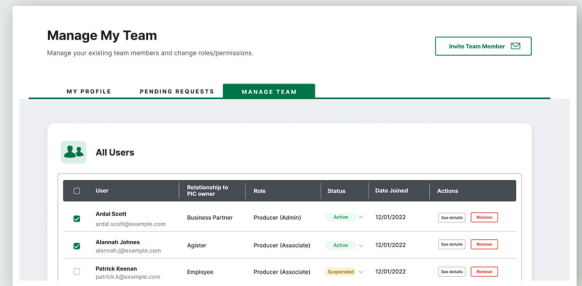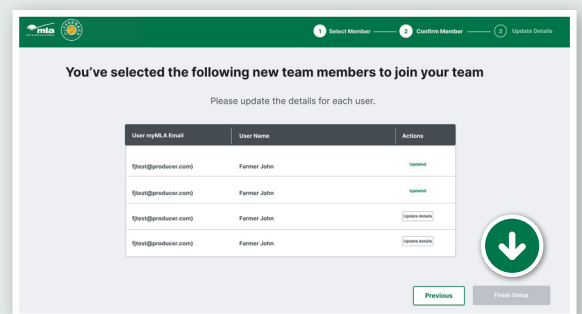

5 Enter the team member's myMLA email address. Select 'Next' to continue.
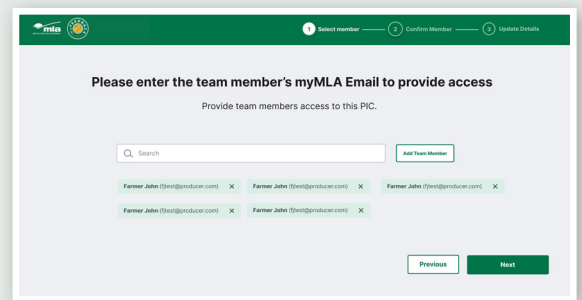
6 Select 'Finish Setup' to confirm.
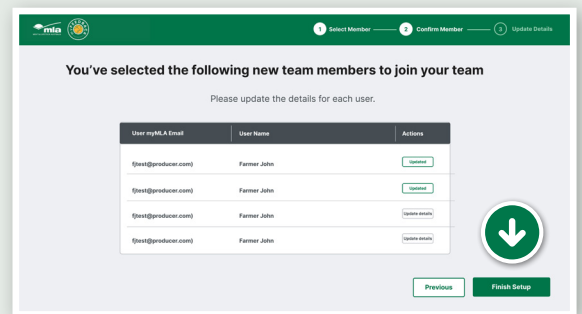
7 If information is missing, the 'Finish Setup' button will be disabled.

8 Add the missing information by selecting 'Update details' next to the team member. Select 'Save' and the 'Finish Setup' button should now be enabled.

9 View 'Pending Invites' at the bottom of the 'Manage Team' page.

Manage data requests

1 Navigate to the 'Pending Requests' tab.

2 Review the PICs listed in the request. If you want to grant access to certain PICs only, delete those you don't want to provide by selecting the X on the blue icon. Then select 'Approve'.

4 To reject a request, select 'Reject'. Enter a reason for rejection, then select 'Confirm'.