

# **Task Instructions**

Task ID: 584 Task Name: Update Authorized Smartsheet Users Task Start Date: January 27, 2025 Task Due Date: February 7, 2025 Project Impact: N/A

## **Task Description**

Review, update and confirm authorized users' access to all Florida PALM Smartsheet resources.

## **Task Overview**

As stated in the CCN Roles and Responsibilities document, primary and backup Agency Liaisons and Project Management Liaisons are expected to "Manage agency user access to agency and Project information in Smartsheet." To help meet that expectation, Agency Liaisons and Project Management Liaisons are assigned the 'Editor – Can Share' role in your Florida PALM Agency Workbook and are required to manage access to your agency-specific workbook in Smartsheet. This task requires Agency Liaisons and Project Management Liaisons to review and update authorized agency Smartsheet users.

# Task Elements

First, you will need to see who currently has access to your agency-specific workbook in Smartsheet. To do so, go to Smartsheet and select your agency-specific workbook. On the farright side, you will see a column titled "Workspace Shared To." This column shows who currently has access to your agency-specific workbook and their permissions (Figure 1 below).

Act	ions • 🗊				Create 🔹 📵 📮 🖊 S
	Name	<ul> <li>Sharing</li> </ul>	Owner	Last Update	Workspace Shared To
	Agency Readiness	Workspace	Florida PALM	04/27/23	O Florida PALM
☆	Archive (Reference Only Materials)	Workspace	Florida PALM	08/10/23	Owner
☆	Data Security and Access Survey	Workspace	Florida PALM	01/19/23	C floridapalmtest@outlook.com Editor - can share
☆	Inventories	Workspace	Florida PALM	04/27/23	o steven.fielder@myfloridacfo.com
☆	🛅 Status Reporting	Workspace	Florida PALM	07/21/23	Auria Dahartara
☆	Templates	Workspace	Florida PALM	05/16/23	Editor - cannot share
☆	Allotment Control Option Selection	Workspace	Florida PALM	19 hours ago	Florida PALM Readiness Coordinato % (Group) Editor - cannot share
					O Jimmy Cox Editor - cannot share
					C Tatiana Eubanks Editor - cannot share
					flptest21@outlook.com

Figure 1: Shared Workspace

After viewing who has access and their permissions, you can decide if updates need to be made. To make updates, select the 'Share' button located on the far-right hand side. A new box will appear called 'Workspace Sharing.' Here, you can remove access, add more individuals, and update permission settings (Figure 2). Once you make all appropriate updates, select the 'Close' button and it will be saved.



#### Department of Financial Services Task 584 – Update Authorized Smartsheet Users

**NOTE**: When updating permissions, you should only select 'Editor – Cannot Share' or "Viewer" access. Only the Agency Liaisons and Project Management Liaisons should have the "Editor – Can Share" access.

Workspace Sharing	Q   Search	
Invite Collaborators Add people and workgroups Invite Details  Collaborators (16)	Permissions  Editor - can share  Vorkspace Shared To  Fiorida PALM Owner  Create · B  Fiorida PALM Owner  Create · B  Create ·	2 Ĵੈ Share
<ul> <li>Florida PALM (floridapalm@myfloridacfo.com)</li> <li>floridapalmtest@outlook.com</li> <li>Angie Robertson (angie.robertson@myfloridacfo.com)</li> <li>Florida PALM Readiness Coordinators (Group)</li> <li>Florida PALM Readiness Coordinators (Group)</li> <li>Jimmy Cox (jimmy.cox@myfloridacfo.com)</li> <li>steven.fielder@myfloridacfo.com</li> <li>Tatiana Eubanks (tatiana.eubanks@myfloridacfo.com)</li> <li>flptest21@outlook.com</li> </ul>	Owner       x         Editor - can share       x         Make Owner       Admin         Admin       Editor - cannot share         Editor - cannot share       Commenter         Editor - cannot share       Minite Componenter         Editor - cannot share       Jimmy Cox         Editor - cannot share       Jimmy Cox         Editor - cannot share       Mitor - cannot share         Editor - cannot share       Mitor - cannot share         Editor - cannot share       Iffitor - cannot share         Viewer       Tatiana Eubants         Editor - cannot share       Viewer	
Workspace link (accessible by shared users only)  the state of the sta	Close	

Figure 2: Workspace Sharing

If new members need to be added, please see the <u>Smartsheet User Guide</u> for more information on setting up a new account and more in-depth information on Smartsheet.

## How will agencies use this information?

You will use this information to ensure the correct individuals have the necessary access to your agency's Florida PALM workbook. Agency Liaisons and Project Management Liaisons can make necessary Smartsheet access updates at any time.

## What will the Florida PALM Team do with this information?

The Florida PALM team will continue to allow the Agency Liaisons and Project Management Liaisons to manage Smartsheet access for agency users. The Florida PALM team will review your task submission based on the following criteria to confirm completion:

Table 1: Task Completion Rubric

#### Task Completion Rubric

Task tracker has been marked as 100% complete.

### **Task Instructions**

This task requires multiple steps for completion. Agency Liaisons and Project Management Liaisons should:



- 1. Review who currently has access to your Florida PALM Agency Workbook
- 2. Decide if the person's access should:
  - a. Remain the same;
  - b. Be removed; or
  - c. Be updated to 'Editor Cannot Share' or 'Viewer'.
- 3. Add other CCN members who need access to your Florida PALM Agency Workbook

As a reminder, your Florida PALM Agency Workbook is a protected series of worksheets and can only be accessed by staff <u>you have designated</u>. Users with editing access to your agency-specific worksheets should be tightly controlled and limited to maintain data integrity. Smartsheet does not offer version history or the ability to revert back to a previous version after a worksheet has been changed and saved.

Smartsheet resources are linked below, which can provide a refresher for how to access and use the tool. Update and confirm your agency user Smartsheet access by the requested due date.

Table 2: Summary of Task Completion Steps

- **1)** Agency Liaisons and Project Management Liaisons collaborate to identify if any changes need to be made to authorized Smartsheet users and make updates, as needed.
- 2) Track and record task progress in the RW Task Tracker in Smartsheet until finalized. Be prepared to discuss progress in Agency Touchpoints with your Readiness Coordinator.
- 3) Complete task by February 7, 2025.
- *4)* When complete, update the RW Task Tracker, Agency Reported Task Progress column, to 100% and save.
- **5)** If you have questions regarding this task, review the "Granting and Removing Access in Smartsheet" and "Creating a Smartsheet Account" videos, contact your RC, or participate in the Thursday Task Talks

#### Supporting Materials & Resources:

- <u>Creating a Smartsheet Account</u>
- Granting and Removing Access in Smartsheet Video
- <u>Smartsheet User Guide</u>