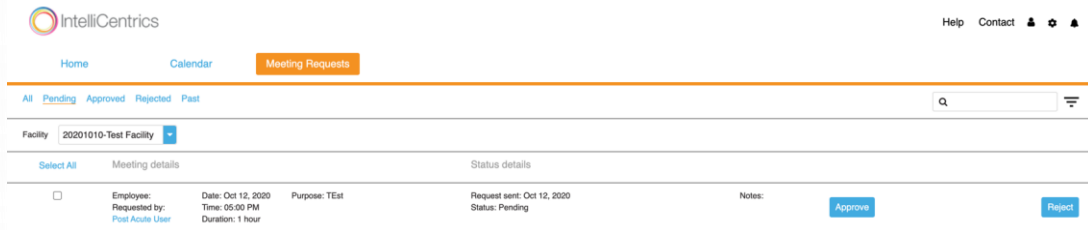


# SEC<sup>3</sup>URE Link

## Facility Administrator Quick Start Guide

This quick start guide is designed to help designated SEC<sup>3</sup>URE Facility Administrators process requests for meetings from members of the SEC<sup>3</sup>URE system who are compliant with your facilities policies and credential requirements. These meeting requests may be onsite or virtual, and the requirement for a meeting is set by your facility. Let's get started!

### SEE ALL MEETING REQUESTS FOR A FACILITY



- 1 From the Home Page navigate to Meeting Requests page (Home Page -> Link -> Meeting Requests). Here you see all pending requests by default.
- 2 You can click on **Approve** or **Reject** to quickly process or click anywhere on the row to see all the details.
- 3 To see other meeting requests, change the filter to Approved, Rejected, Past, or All.
- 4 You can search for meetings using the search box in the upper right corner.

### REVIEW MEETING REQUESTS

#### ONLINE MEETING



Request for a specific date and time. On approval, hospital must enter a meeting link which will be seen by requestor 15 mins prior to meeting.

#### IN PERSON MEETING




Request for a specific date and time or a range of days. On approval, requestor is allowed entry for that time period.

Determine if the request is for an online or in-person meeting.

Validate that the meeting request is compliant with facility's policies and needs

**PROCESSING A MEETING REQUEST**


**APPROVE**  
 The requestor and all other participants will get an alert and an email letting them know.



**REJECT**  
 The requestor will get an alert an email with any notes you have added to the request.



**REQUEST INFO**  
 If you need additional information, you can add a note to the request and the requestor will be alerted.

If you need to change your acceptance / rejection in the future, you can click on "Undo" in the meeting list to revert it back to the previous state. All updates are communicated to all meeting participants.

**ENFORCE POLICIES  
 NO-BADGE, NO-ACCESS**


**No Badge – No Access.** If reps are compliant to your policies, they will able to request meetings via SEC<sup>3</sup>URE Link.




Review past and upcoming meetings as needed to ensure vigilance.




Review your Visit Reports for gaps in enforcement. Look for departments and vendor companies with no requests.

Requestor is validated for compliance against your policies and credentials prior to allowing them to submit a meeting request or prior to the hospital requesting them for a procedure. Compliance is also validated prior to the meeting.


If someone is not able to request a meeting or can't check-in on the day of the meeting, have them check their compliance!

**HOW TO GET HELP**


**PHONE**  
 Monday – Friday  
 6a – 6p CT  
 1-817-732-3873



**CHAT**  
 Monday – Friday  
 6a – 6p CT  
[www.SEC3URE.com](http://www.SEC3URE.com)



**EMAIL**  
[facilitysupport@intellcentrics.com](mailto:facilitysupport@intellcentrics.com)

Customer Support is available to all staff at the hospital and all vendors. We are here to support you and the visiting representatives for all compliance needs.