

# Smart FIR Multiple Users

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## Topic

Multiple Smart FIR Users

## Response

For organizations that have multiple users involved in the completion of the Smart FIR the following are recommended best practices:

1. Number of Users with a login account
  - a. Organization has a primary and a secondary user with Smart FIR user login credentials
  - b. The primary User will be responsible for Initialization, backup and restore and submission processes
2. Multiple contributors to the completion of the Smart FIR
  - a. The organization must use a single copy of the Smart FIR, multiple versions cannot be initialized
  - b. Users can complete specific sections, save the changes then pass the Smart FIR on to the next user.
  - c. Once the Smart FIR has been completed the Primary User can then login and submit the Smart FIR
  - d. Data should only be backed up and restored by the Primary User; this will ensure that during the data restore process no new data entry is overwritten.
3. Viewing the Smart FIR
  - a. The Smart FIR can be viewed and data can be entered and saved by anyone within the Organization without requiring a User Account
  - b. The Primary User will perform the backup and restore and submission processes for the Organization

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