

# Fast Entry Setup Instructions



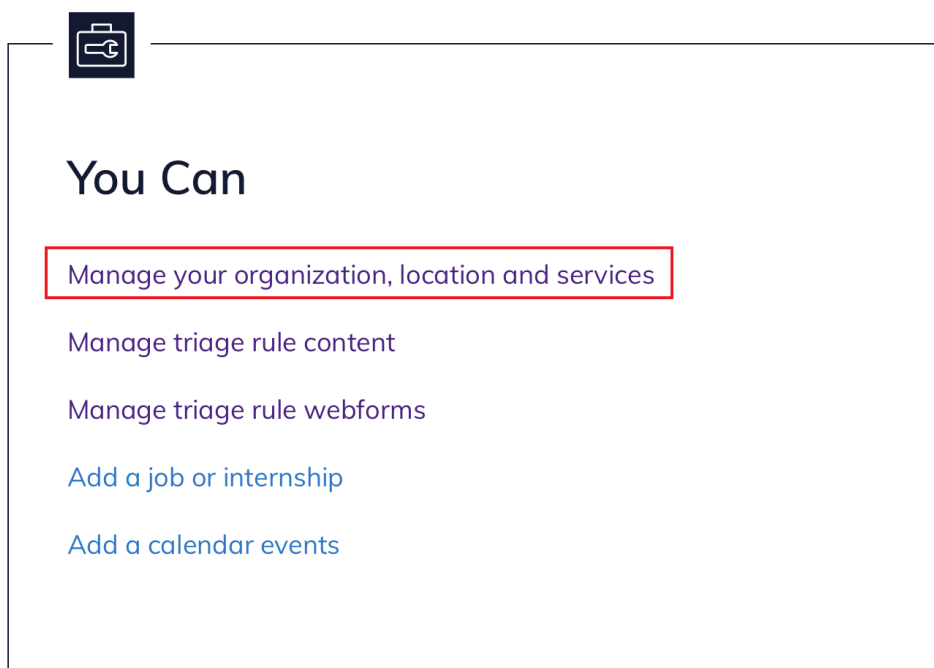
## Background

Fast-Entry allows others to quickly refer a client's case to your organization. You must give each referring person permission to refer cases to your organization. If you are trying to use Fast-Entry to transfer clients, see [Fast-Entry Use Instructions](#).

## To Grant Permission:

### Step 1

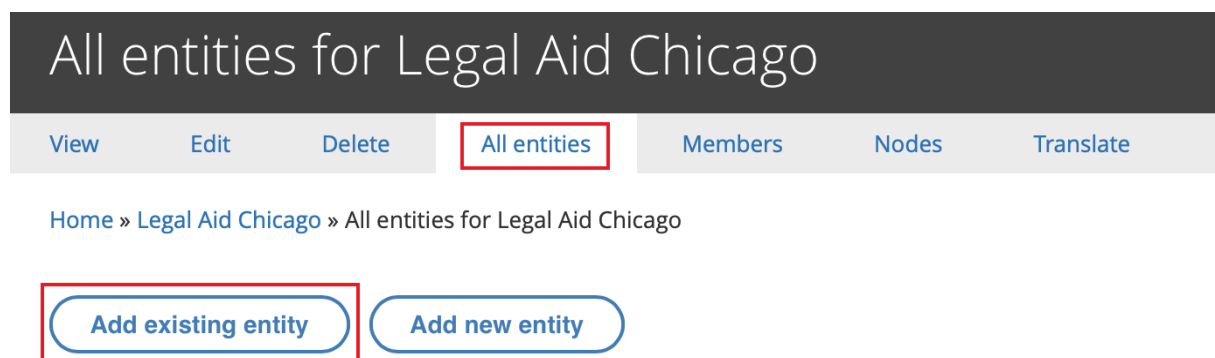
Log into [www.illinoislegalaid.org](http://www.illinoislegalaid.org). From your profile page, you should see something similar to the image below. If you do not see this, you do not have the required permissions and you should contact your Organizational Manager or [Mike Rush](#) at ILAO. Follow the link for "Manage your organization, location and services"



### Step 2

Go to "All entities" just below the top black bar and select "Add existing entity."

NOTE: The person you are trying to add must already have an account on [www.illinoislegalaid.org](http://www.illinoislegalaid.org).



## Step 3

On the Add existing content page, select “Group membership”

# Add existing content

[Home](#) » [Legal Aid Chicago](#) » [All entities for Legal Aid Chicago](#) » Add existing content

➤ **[Group node \(Triage rules\)](#)**

Adds *Triage rules* content to groups both publicly and privately.

➤ **[Group node \(Location services\)](#)**

Adds *Location services* content to groups both publicly and privately.

➤ **[Group membership](#)**

Adds users to groups as members.

➤ **[Group node \(Location\)](#)**

Adds *Location* content to groups both publicly and privately.

## Step 4

Use the autocomplete to find the user and give them Fast-entry permission by checking the box. Save your changes before leaving the page.

# Add Organization: Group membership

[Home](#) » [Legal Aid Chicago](#) » [All entities for Legal Aid Chicago](#) » [Add existing content](#) » Add

User \*

The user you want to make a member

## Roles

- ☐ Admin
- ☒ Fast entry user
- ☐ OAS Manager
- ☐ Organization Manager
- ☐ Staff

Save

## To Remove Permission:

### Step 1

Log into [www.illinoislegalaid.org](http://www.illinoislegalaid.org). From your profile page, follow the link to “Manage your organization, location and services” (see above)

### Step 2

Go to “Members” just below the top black bar

## All entities for Legal Aid Chicago

[View](#) [Edit](#) [Delete](#) [All entities](#) [Members](#) [Nodes](#) [Translate](#)

[Home](#) » [Legal Aid Chicago](#) » [All entities for Legal Aid Chicago](#)

Add existing entity

Add new entity

Step 3

Find the user you want to remove Fast-entry permission. On the right-hand side of the user’s row, select the drop-down and choose “Edit member”

|                 |          |                                      |                          |
|-----------------|----------|--------------------------------------|--------------------------|
| Madalynn Smith  | • <none> | 05/25/2020 - 01:3705/25/2020 - 01:37 | <div>View member</div>   |
| Matthew Monahan | • <none> | 05/25/2020 - 01:3705/25/2020 - 01:37 | <div>View member</div>   |
| Kate McCartin   | • <none> | 05/25/2020 - 01:3705/25/2020 - 01:37 | <div>Edit member</div>   |
| David Yen       | • <none> | 05/25/2020 - 01:3705/25/2020 - 01:37 | <div>Remove member</div> |

Step 4

Uncheck the Fast entry user box and Save.

View

Edit

Remove

Clone

Home » Legal Aid Chicago » All entities for Legal

Roles

- ☐ Admin
- ☒ Fast entry user
- ☐ OAS Manager
- ☐ Organization Manager
- ☐ Staff

Save

Delete