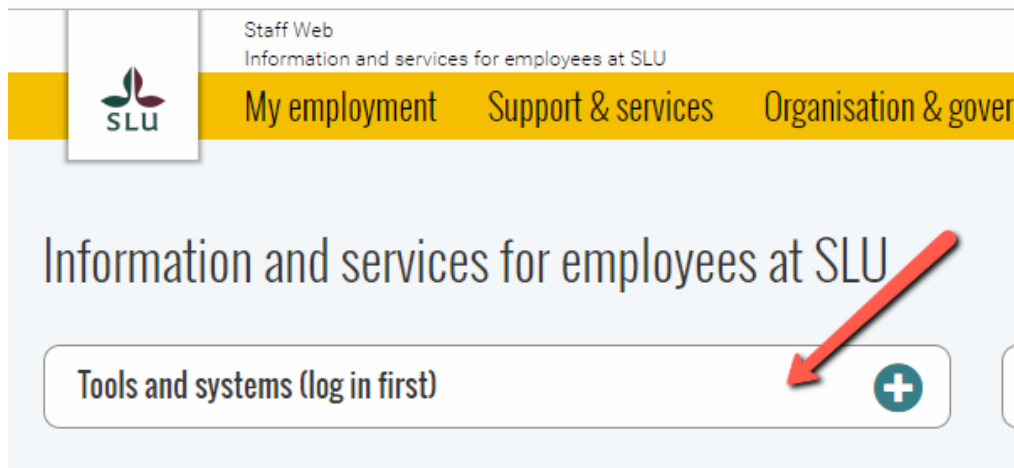
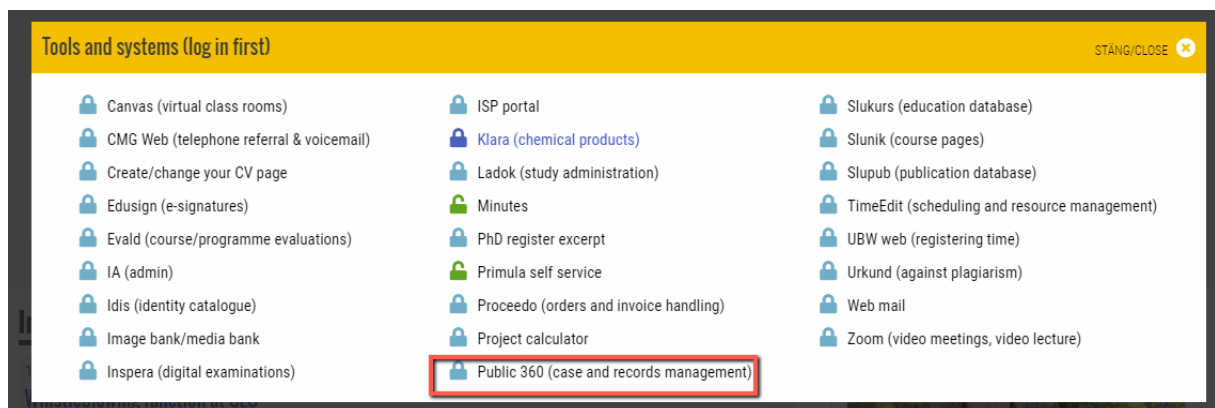


## Quick guide on technical requirements to open files in Public 360

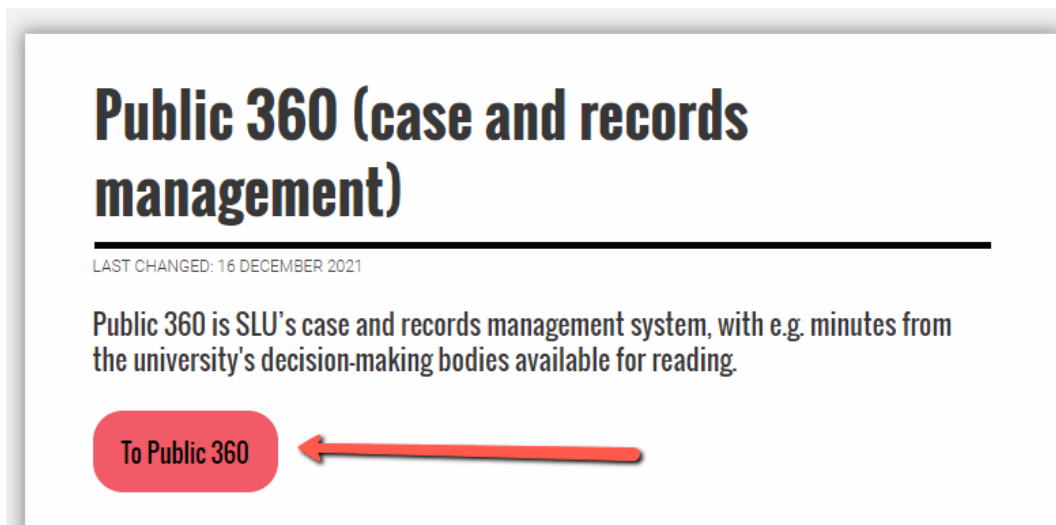
1. Public 360° uses Single Sign On, i.e. you are automatically logged on to the system as the user logged on to the computer. If you are working out of office, you need to have a VPN connection to log on to Public 360. Start by accessing "Tools and systems" on the Staff Web.



2. Choose Public 360°:



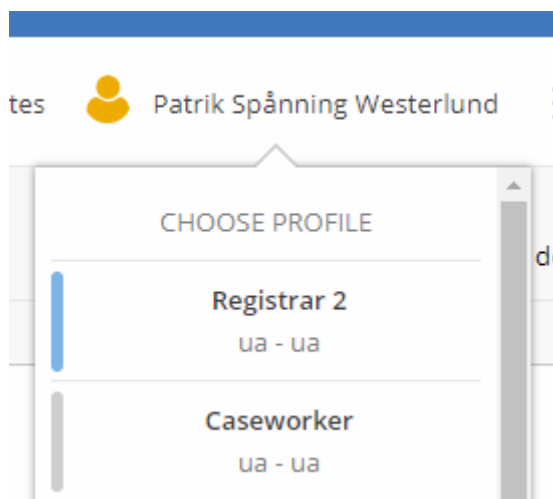
3. This is the start page for Public 360, click the red button to access the system. If you are denied access, you do not exist as a user in Public 360. Only employees are automatically granted user access to Public 360, not external resources, contact Air if you need help with user access.



4. There are two access levels a user can have: Caseworker and Registrar 2.

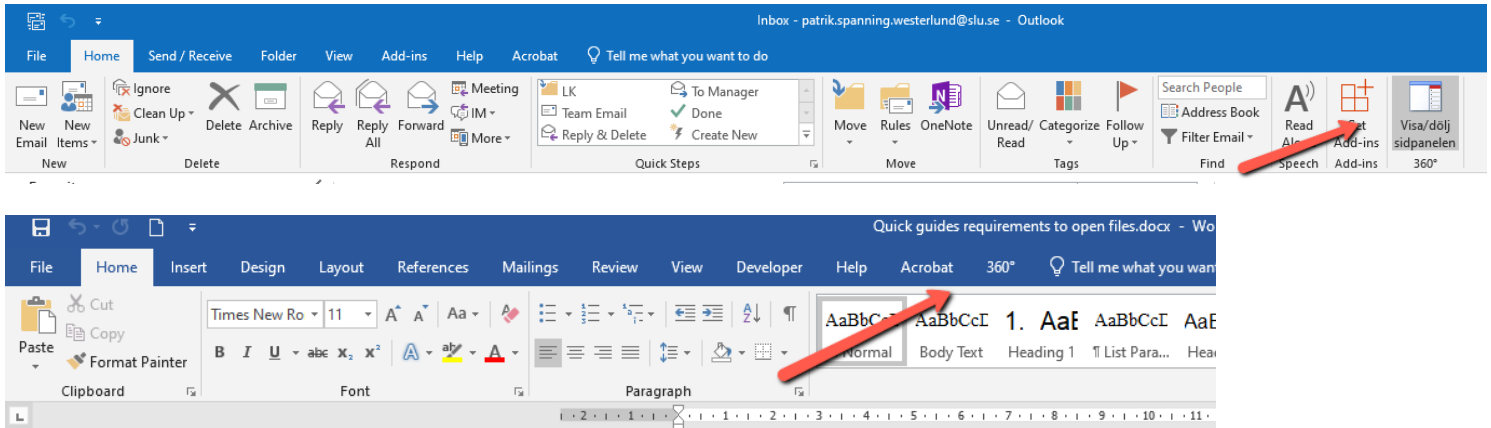
Caseworker is the basic access level, it gives you the right to search freely in Public 360 and to add documents to your own cases, but not to create new cases. As caseworker you can search for and see metadata regarding cases and documents in Public 360, but only open files in cases where you are responsible or internal participant, or where the files have been made accessible for everyone at SLU. This access level is automatically created from the AD for all employees (see above).

Registrars are also able to create new cases in their journal unit, can close cases and see all files in their journal unit. Access rights are granted by applying for the Records- and archives management role in Idis, the department does that and Air approves it and grants the access level.

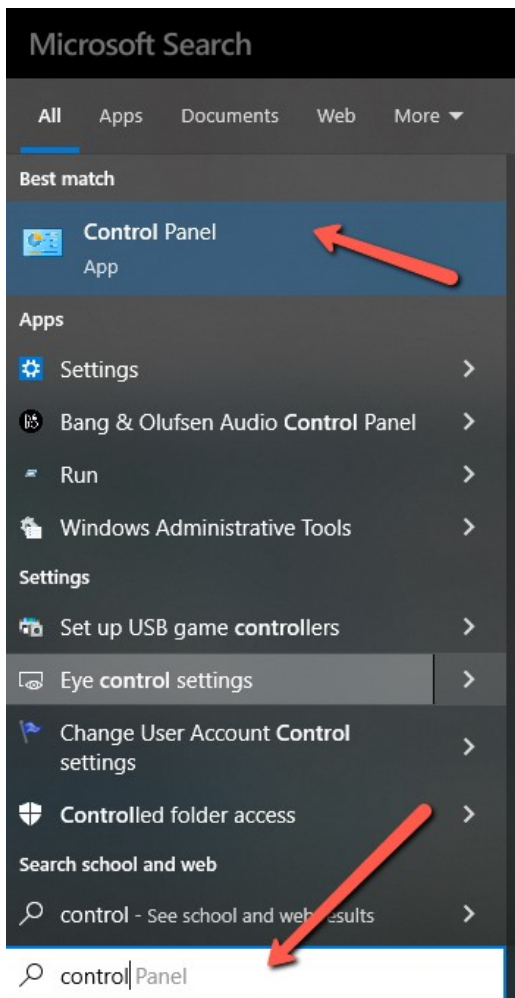


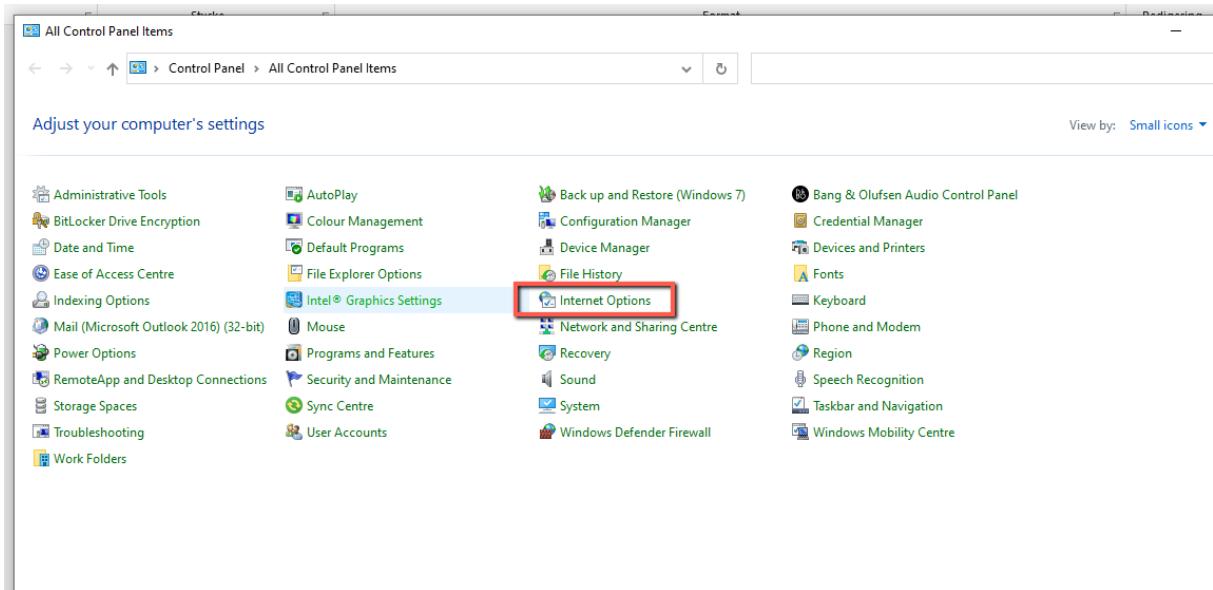
5. Public 360 can be run in commonly used browsers, e.g. Microsoft Edge or Google Chrome. Public 360 is no longer dependant on Internet Explorer as a browser, and Internet Explorer should *not* be used any more.

6. To be able to open files in Public 360 you need the client for integration with Microsoft Office installed. If you have the button "Visa/dölj sidpanelen" in Outlook the client is installed. In other Office software you can find 360 as well. If you lack the client, you can install it yourself from [Software Center](#), or contact the IT support.

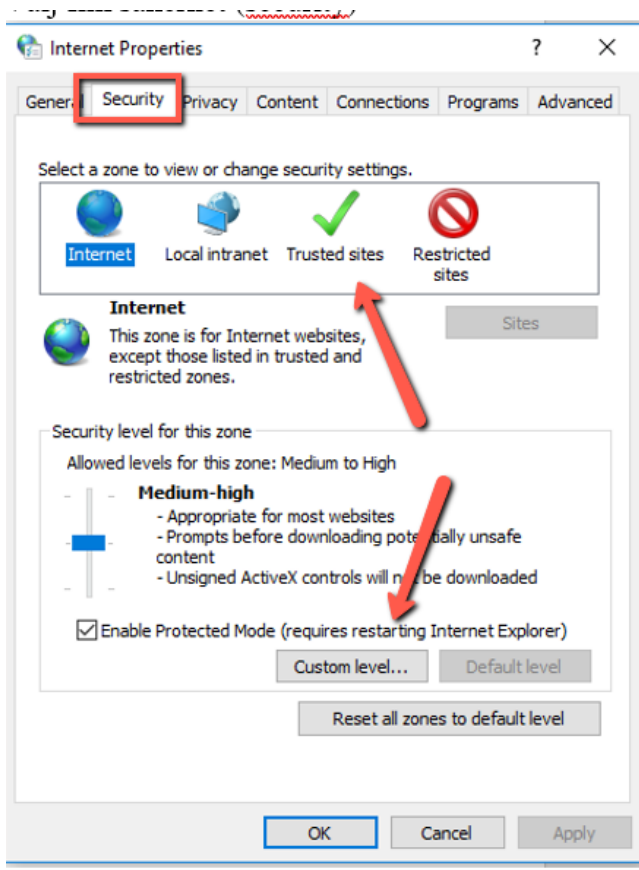


7. Sometimes you need to change a setting on your computer to make Single Sign on work, or you will be required to log on every time you start Public 360. Open the Control Panel and choose "Internet options".





8. Choose the tab "Security" and "Trusted sites". Click "Custom level".



9. Find "User authentication" and change the setting to *Automatic logon with current user name and password*. Click OK.

