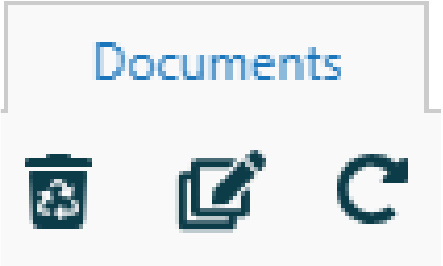
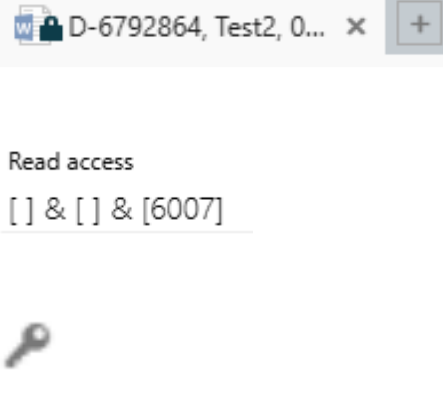


# Change read access on a document

This guide describes how to change the read access/access code for documents in Workzone. Changing the read access/access code for documents allows users to access documents - without having access to the case to which the documents belong.

Instruction	Explanation	Navigation
<p><b>Open Case</b></p>	<p>Start by opening the case in which the documents read access/access code need to be changed.</p>	
<p><b>Locate the document in the case</b></p>	<p>When clicking on “Document” tab located on the ribbon in the middle of the page, the case’s documents will be displayed in a list below.</p> <p>Locate and double-click the document for which the read access/access code needs to be changed.</p>	
<p><b>Read access on the document page</b></p>	<p>Locate the field “Read access.” On the document page.</p> <p>Hold the cursor over “Read access” until the key icon appears on the right side of the field.</p> <p>Click on the key icon to edit the document’s read access.</p>	
<p><b>Edit Read access /access code</b></p>	<p>To search and select other read access/access code; deselect ‘Restricted by case’ by removing the checkmark.</p> <p>Click <b>Apply</b>.</p> <p>The read access/access code for the document has now been changed.</p>	