FREE Book



HOW TO MANAGE

VIEW ACCESS ON A FACEBOOK PAGE





Click "Un Negocio Local"

3



4 Click "Settings" Q Search Facebook ▶ 6 P db \triangleleft Manage Page **Un Negocio** UNL Un Negocio Local Local 🔝 Professional dashboard 🧪 Edit 818 likes • 974 followers Professional dashboard + Add to story 📳 Insights r Ad Center ... Posts About Mentions Reviews Reels Photos More 🔻 🖉 Create ads O Boost Instagram post Intro What's on your mind? Un Negocio Local ™ Settings We are all about Al - Educando - Aprendiendo" (408) 475-0811 about All Photo/video 觉 Reel Live video More tools Manage your business across Meta apps. since 2010 Featured Manage Meta Verified Edit bio People won't see this because all the pinned cards are empty E Leads Center 7 Page · Marketing Agency Upcoming event When events are created or shared, they appear here for members to see. Mata Rucinace Suita +1 408-475-0811 📢 Advertise unnegociolocal@gmail.com Tem 📢 💷 🚄

5 Click "Page setup"

6



Click "Invite people to help manage your Page, and control who has access to it."

n Facebook	G		۵	\mathbb{Z}	Þ			
privacy		Page setup						
IS		Un Negoci	o Local					
I visibility see what you share on		용 Name Un Negoo	cio Local				>	
5		Page acc Invite peo	cess ople to help man	age your Page, and	control who has a	ccess to it.	>	
e find and contact you		This is a h	anagement his history of manag	ement actions take	n by people who m	anage this Page.	>	
		Page Sta View Page	atus e restrictions and	d review Community	y Standards and po	licies.	>	
		Review yo	commendation our Page recomm	n nendation status.			>	
nd public content		Advanced Me	essaging	aina settinas			View	
igging		Data sharing By turning on s data with Meta Terms.	sharing, you con	firm that your busin ion, including ads, a	ess has permission and you agree to th	to share customer e Business Tools		

7 Click "Add No	ew"	
rivacy	Manage and view access	
	People with Facebook access ①	Add New
isibility e what you share on	Carlos Analco (You) Page Deletion, Permissions, Content, Messages and calls, Community Activity, Ads, Insights	
nd and contact you	Activity, Ads, Insights	
	Community Managers Community managers can moderate chat comments, suspend or remove people who violate community standards and see all admins of this Page.	
public content	Business portfolio access 🚯	
jing	Carlos Analco Business portfolio (ID: 167805330742945)	
	Un Negocio Local	

		III 📲 🜉
vacy	Manage and view access	
	Add new X	
s ibility what you share on	Facebook access means:	
	You can switch into the Page and manage it directly on Facebook, or by using other tools like Meta Business Suite or Creator Studio. View Tools	
d and contact you	Any action you take as this Page, including on ads or when checking into a location, may be visible to anyone else who manages it. Learn More	
	Anyone with Facebook access will have a shared experience, including your Feed and your notifications for this Page. However, each admin will see ads that are personalized to them based on their activity across Meta products. Learn More	
	Learn more about Facebook access.	
ublic content	Next	
g	Carlos Analco	



10 Type "carlos"

11 Click "Carlos Analco"

G Search Facebook			
Settings & privacy	dd new	X ← A	
	cess of this Page?		
udience and visibility ontrol who can see what you share on icebook.		With Facebook acces following:	
3) Page details		Content Create, manage or delete posts, sto	
⁹ How people find and contact you	coins)	Messages and calls Activity, Ads, Insight	
Posts		Community Activity	
Stories		Review and respond to comments, activity.	
Page setup		Ads	
Reels	or de Liderazgo)	Create, manage and delete ads for who	
Followers and public content		See how the Page, content and ads	
Page and tagging			
Blocking			
ayments	Un Negocio	Local	

12 Click here. rivacy ~ Add new × following: isibility Content Create, manage or delete posts, stories and more as the Page. Messages and calls Send and respond to direct messages and make calls as the Page. nd and contact you Community Activity Review and respond to comments, remove unwanted comments and report activity. Ads Create, manage and delete ads for the Page. Insights See how the Page, content and ads perform. Allow this person to have full control Jing Give Access Un Negocio Local

13 Click here.

		(III) 🔎 🕵
vacy	← Add new ×	
bility that you share on	Content Create, manage or delete posts, stories and more as the Page.	
	Messages and calls Send and respond to direct messages and make calls as the Page.	
and contact you	Community Activity Review and respond to comments, remove unwanted comments and report activity. Ads, Insights	
	Ads Create, manage and delete ads for the Page.	
	Insights See how the Page, content and ads perform.	
	Allow this percep to have full control	
blic content	Anyone with full control can give access to others, remove anyone from the Page (including you), or delete the Page	
1	Give Access	
	contrast formation (inclusion and access)	
	Un Negocio Local	

14 Click "Give Access"

rivacy	Manage and view access	
	People with Facebook access	
isibility e what you share on	Carlos Analco (You) Page Deletion, Permissions, Content, Messages and calls, Community Activity, Ads, Insights	
nd and contact you	Activity, Ads, Insights	
	Community Managers Community managers can moderate chat comments, suspend or remove people who violate community standards and see all admins of this Page.	
public content	Business portfolio access 💿	
Jing	C Carlos Analco Business portfolio (ID: 167805330742945)	
	UNL Combash from	

15 Click the "Password" field.

rivacy	Manage and view access	
	People with Facebook access 💿	
isibility e what you share on	Certification Contractivity, Ads, Insights	
nd and contact you	For your security, re-enter your Facebook profile password to confirm that this person should have full control and can access everything you can.	
	Password	
	Confirm who violate community standards and see all admins of this Page.	
public content	Business portfolio access 💿	
ling	Carlos Analco Business portfolio (ID: 167805330742945)	
	UN Negocio Local	

16 Click "Con	ifirm"	
		· · · · · · · · · · · · · · · · · · ·
rivacy	Manage and view access	
	People with Facebook access	
isibility e what you share on	Give Access	
nd and contact you	For your security, re-enter your Facebook profile password to confirm that this person should have full control and can access everything you can.	
	Password R	
	violate community standards and see all admins of this Page	
public content	Business portfolio access 💿	
Jing	Carlos Analco Business portfolio (ID: 167805330742945)	
	Un Negocio Local	

17 Click "Options"

icebook	$ \bigcirc \qquad \square \qquad \bigcirc \qquad \square \qquad \bigcirc \qquad \bigcirc \qquad \bigcirc \qquad \bigcirc \qquad \bigcirc \qquad \bigcirc \qquad$	· · · · · · · · · · · · · · · · · · ·
rivacy	Manage and view access	
	People with Facebook access	Add New
isibility e what you share on	Carlos Analco Page Deletion, Permissions, Content, Messages and calls, Comm (S Cancel invitation Invite expires in 31 days	
nd and contact you	Carlos Analco (You) Page Deletion, Permissions, Content, Messages and calls, Community Activity, Ads, Insights	
	Juan Carlos Karen Erika Page Deletion, Permissions, Content, Messages and calls, Community Activity, Ads, Insights	
	People with task access 🚯	Add New
public content ing	Community Managers Community managers can moderate chat comments, suspend or remove people who violate community standards and see all admins of this Page.	Manage
	Business portfolio access 🚯	
- and the first of a set of a s	Carlos Analco	