



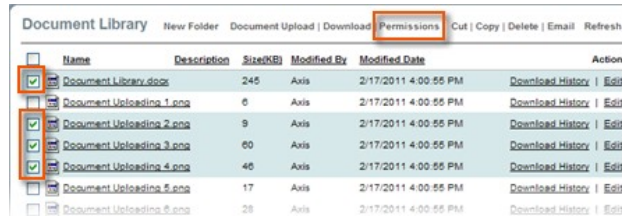


# Multiple Files

[Control Panel > Document Library](#)

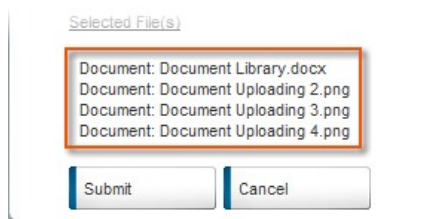
## Editing Multiple File Permissions:

1. Go to **Control Panel > Document Library**.
2. Locate and select the desired files with checkmarks.
3. Click **Permissions**.

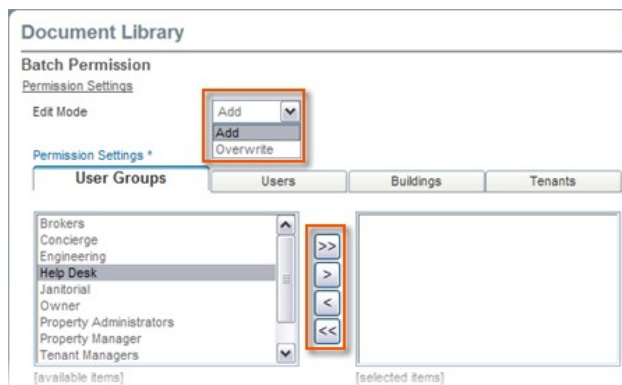


	Name	Description	Size(KB)	Modified By	Modified Date	Action
<input type="checkbox"/>	Document Library.docx		245	Axis	2/17/2011 4:00:55 PM	<a href="#">Download History</a>   <a href="#">Edit</a>
<input checked="" type="checkbox"/>	Document Uploading 1.png		6	Axis	2/17/2011 4:00:55 PM	<a href="#">Download History</a>   <a href="#">Edit</a>
<input checked="" type="checkbox"/>	Document Uploading 2.png		9	Axis	2/17/2011 4:00:55 PM	<a href="#">Download History</a>   <a href="#">Edit</a>
<input checked="" type="checkbox"/>	Document Uploading 3.png		60	Axis	2/17/2011 4:00:55 PM	<a href="#">Download History</a>   <a href="#">Edit</a>
<input checked="" type="checkbox"/>	Document Uploading 4.png		46	Axis	2/17/2011 4:00:55 PM	<a href="#">Download History</a>   <a href="#">Edit</a>
<input type="checkbox"/>	Document Uploading 5.png		17	Axis	2/17/2011 4:00:55 PM	<a href="#">Download History</a>   <a href="#">Edit</a>
<input type="checkbox"/>	Document Uploading 6.png		28	Axis	2/17/2011 4:00:55 PM	<a href="#">Download History</a>   <a href="#">Edit</a>

4. The file attributes will open. Ensure that the correct files were selected.



5. Under **Permission Settings**, select an **Edit Mode** from the drop-down menu: **Add** or **Overwrite**.
6. Make the desired changes by adding or removing **User Groups**, **Users**, **Buildings**, or **Tenants** from the **Selected Items** list using the arrows.



7. Click **Submit**.