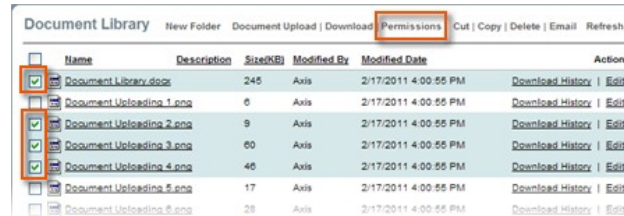


Multiple Files

[Control Panel > Document Library](#)

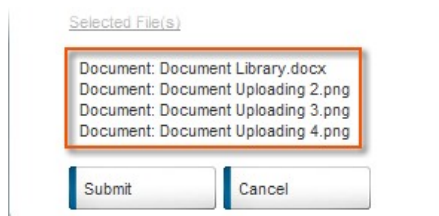
Editing Multiple File Permissions:

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 checked="" type="checkbox"/>	Document Library.docx		245	Axis	2/17/2011 4:00:55 PM	Download History Edit
<input checked="" type="checkbox"/>	Document Uploading 1.png		6	Axis	2/17/2011 4:00:55 PM	Download History Edit
<input checked="" type="checkbox"/>	Document Uploading 2.png		9	Axis	2/17/2011 4:00:55 PM	Download History Edit
<input checked="" type="checkbox"/>	Document Uploading 3.png		60	Axis	2/17/2011 4:00:55 PM	Download History Edit
<input checked="" type="checkbox"/>	Document Uploading 4.png		46	Axis	2/17/2011 4:00:55 PM	Download History Edit
<input type="checkbox"/>	Document Uploading 5.png		17	Axis	2/17/2011 4:00:55 PM	Download History Edit
<input type="checkbox"/>	Document Uploading 6.png		28	Axis	2/17/2011 4:00:55 PM	Download History Edit

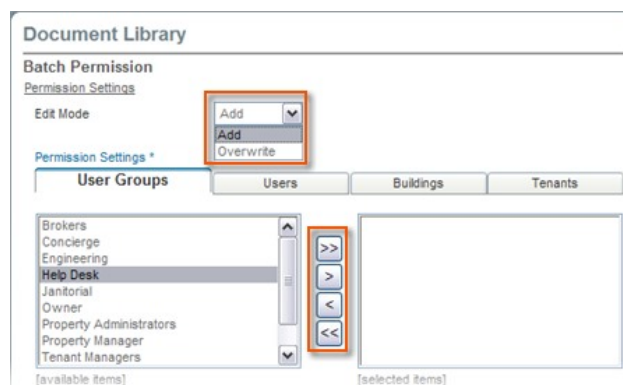
4. The file attributes will open. Ensure that the correct files were selected.



Selected File(s)

Document: Document Library.docx
Document: Document Uploading 2.png
Document: Document Uploading 3.png
Document: Document Uploading 4.png

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.



Document Library

Batch Permission

Permission Settings

Edit Mode:

Permission Settings *

User Groups:

Brokers
Concierge
Engineering
Help Desk
Janitorial
Owner
Property Administrators
Property Manager
Tenant Managers

[available items]

[selected items]

7. Click **Submit**.