All Files in a Root Folder

Control Panel > Document Library

Editing All Files in a Root Folder:

Note:

- Editing batch permissions when folders are selected changes the permissions of all *files* within the folder and its sub-folders.
- It does not change the permissions of the folders themselves.
- 1. Go to Control Panel > Document Library.
- 2. Navigate to and select the desired root folder(s).
- 3. Click Permissions.

	Name	Description	Size(KB)	Modified By	Modified Date	Action
	(do not delete) status check folder		Axis	3/15/2010 4:20:00 PM	Edit
	A. New Folder			Axis	2/17/2011 3:56:34 PM	Edit
m ²		TIVE		Daisy Caster	5/3/2010 10:17:31 AM	Edit
	Budget & Fina	ancial		Axis	3/17/2010 8:24:39 AM	Edit
	Contracts			Daisy Caster	6/29/2010 11:14:01 AM	Edit
	Due Dilligeno	2		Axis	3/17/2010 8:21:21 AM	Edit
	Lease Abstrac	<u>55</u>		Axis	3/17/2010 8:25:15 AM	Edit
	Leases			Axis	3/17/2010 8:25:32 AM	Edit
ne	Manapement	Contacts		Axis	3/17/2010 8:25:56 AM	Edit

- 4. The file/folder attributes will open. Ensure that the correct files/folders were selected.
 - Selected File(s) Folder: A. New Folder Folder: Budget & Financial Folder: Due Dilligence Submit Cancel
- 5. Under **Permission Settings**, select an **Edit Mode** from the drop-down menu: **Add** or **Overwrite**.
- Make the desired changes by adding or removing User Groups, Users, Buildings, or Tenants from the Selected Items list using the arrows.

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Brokers		Property Administrato	rs
Brokers Concierge Engineering		Property Administrato Property Manager Tenant Managers	rs
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7. Click Submit.