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.

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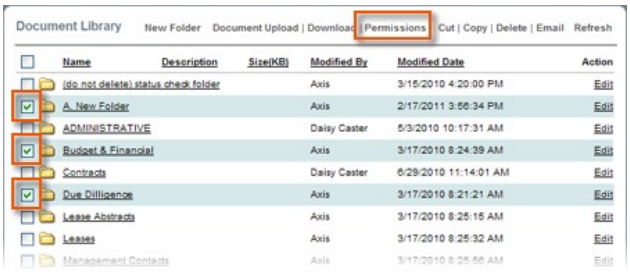
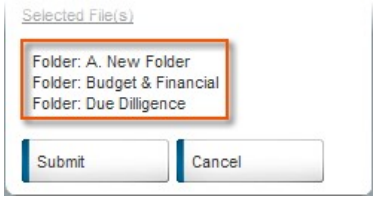
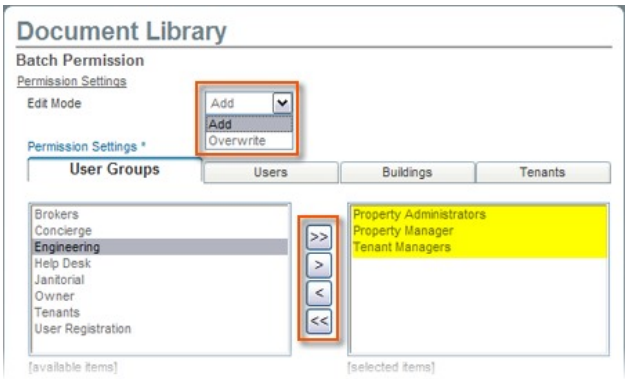
1. Go to **Control Panel** > **Document Library**.
2. Navigate to and select the desired root folder(s).
3. Click **Permissions**.



4. The file/folder attributes will open. Ensure that the correct files/folders 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**.