

Edit My Workspace Link Permissions

[My Workspace](#) > [My Workspace Links](#)

Edit Link Permissions:

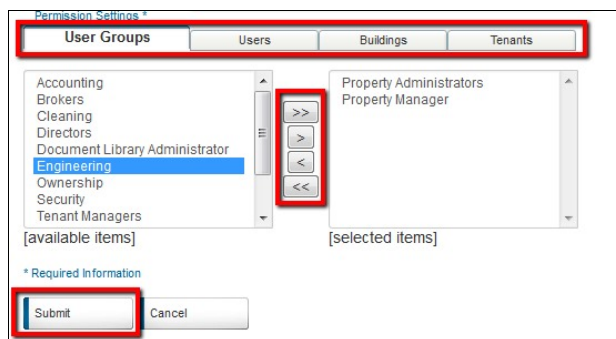
1. Go to **My Workspace** > **My Workspace Links**.
2. Locate the desired link and click on **Edit**.



The screenshot shows a table titled "My Workspace Links - 15 entries". The table has two columns: "Name" and "Type". The first row is highlighted, and its "Edit" button is circled in red.

Name	Type	
Weight Watchers Support Group	BuildingServices	Edit
Brian Employees	BuildingServices	Edit
Lease Intelligence Demo	BuildingServices	Edit
LI DEMO	BuildingServices	Edit
rCash	BuildingServices	Edit
Change a Light Change the World	BuildingServices	Edit

3. Under **Permission Settings**, click on the **User Groups**, **Users**, **Buildings**, or **Tenants** tab.
4. From the desired tab, move your permissions selection from the **Available Items** list to the **Selected Items** list using the arrows.
5. Click on **Submit**.



The screenshot shows the "Permission Settings" dialog box. The "User Groups" tab is selected and highlighted with a red box. Below the tabs, there are two lists: "available items" and "selected items". The "available items" list contains: Accounting, Brokers, Cleaning, Directors, Document Library Administrator, Engineering (highlighted), Ownership, Security, and Tenant Managers. The "selected items" list contains: Property Administrators and Property Manager. Between the lists are four arrow buttons: >>, >, <, and <<. The "Submit" button at the bottom is also highlighted with a red box.

Permission Settings *

User Groups Users Buildings Tenants

Accounting
Brokers
Cleaning
Directors
Document Library Administrator
Engineering
Ownership
Security
Tenant Managers

[available items]

>>
>
<
<<

Property Administrators
Property Manager

[selected items]

* Required Information

Submit Cancel