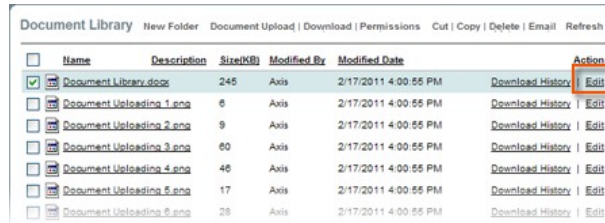


Individual Files

[Control Panel > Document Library](#)

Editing Individual File Permissions:

1. Go to **Control Panel > Document Library**.
2. Locate the desired file.
3. Click **Edit**.



<input type="checkbox"/>	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 type="checkbox"/>	Document Uploading 1.png		6	Axis	2/17/2011 4:00:55 PM	Download History Edit
<input type="checkbox"/>	Document Uploading 2.png		9	Axis	2/17/2011 4:00:55 PM	Download History Edit
<input type="checkbox"/>	Document Uploading 3.png		60	Axis	2/17/2011 4:00:55 PM	Download History Edit
<input 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 file was selected.



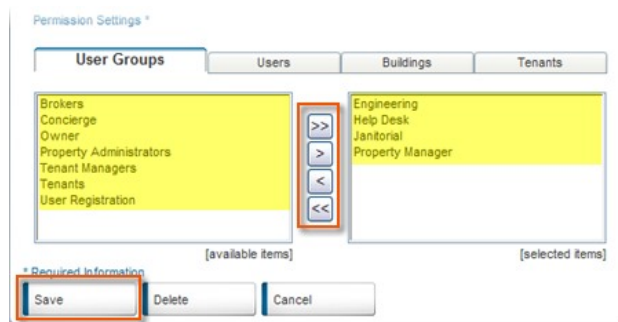
Document Management

Attributes

Document*

Short Description

5. Under **Permission Settings**, make the desired changes by adding or removing **User Groups, Users, Buildings, or Tenants** from the **Selected Items** list using the arrows.



Permission Settings *

User Groups | Users | Buildings | Tenants

Brokers
Concierge
Owner
Property Administrators
Tenant Managers
Tenants
User Registration

Engineering
Help Desk
Janitorial
Property Manager

[available items] [selected items]

* Required Information

6. Click **Save**.