# Permissions

#### Understanding Permissions:

#### First Tier:

The first level of permissions is preset for Document Library Administrators (User Group Role), any other Non-Tenant Users, and Tenant Users.

User Group	Permission Level	Example
Document Library Administrator	Full Access	Specific Non-Tenant User Group
Other Non-Tenant Users	Limited Control Panel or My Workspace Access	Brokers, Admin, Engineering, Concierge, etc.
Tenant Users	Limited My Workspace Access	GE, Verizon, AT&T, Bank of America, etc.

\* FULL ACCESS: Can upload, read, edit, and delete all documents and folders regardless of permission settings.

\* LIMITED CONTROL PANEL ACCESS: Have rights to Document Library in Control Panel, but can *only* view and have full access to documents they are given permissions to. Have limited access to making edits to folders they are given permissions to.

\* LIMITED MY WORKSPACE ACCESS: Do not have rights to Document Library in Control Panel and can only read documents from their My Workspace page.

#### Second Tier:

The second level of permissions is that which only a Document Library Administrator (with Full Access) can change in the Document Library of the Control Panel. Meaning of giving permissions to specific users or user groups:

#### File Permissions:

• Users will be able to see the file and all corresponding folders leading up to that file in both **Control Panel** (for Non-Tenants) and **My Workspace** (for all users).

## Folder Permissions:

- Only applies to Control Panel (for Non-Tenants) and does not affect My Workspace (for all users).
- If the user does not have any permission to the contents within the folder or if the folder is empty, the user will be able to see the empty folder in Control Panel, but not in My Workspace.
- Users will not be able to see the content within the folder unless they have permission to those contents.
- Folder permissions are not required to see the contents in the folder if the user has permissions to the contents (then the folder is shown by default).
- If permissions for a folder are left blank, only Document Library Administrators will be able

to view that folder.

### Note:

- Individual Document Upload: Setting permissions when using the Individual Document
  <u>Upload Method</u> applies the custom access privileges to all documents within the selected file
  list.
- **Batch Upload:** Similarly, setting permissions when using the <u>Batch Upload Method</u> applies the custom access privileges to all documents within the .zip file.