

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 Upload Method](#) applies the custom access privileges to all documents within the selected file list.
 - **Batch Upload:** Similarly, setting permissions when using the [Batch Upload Method](#) applies the custom access privileges to all documents within the .zip file.
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