

Applicable to: Administrators eTMF

The purpose of this job aid is to limit the view of a user or group to only see certain folders. Changing security settings for a Group (e.g. CRAs) is a best practice recommendation rather than changing individual (e.g. John Doe) user settings.



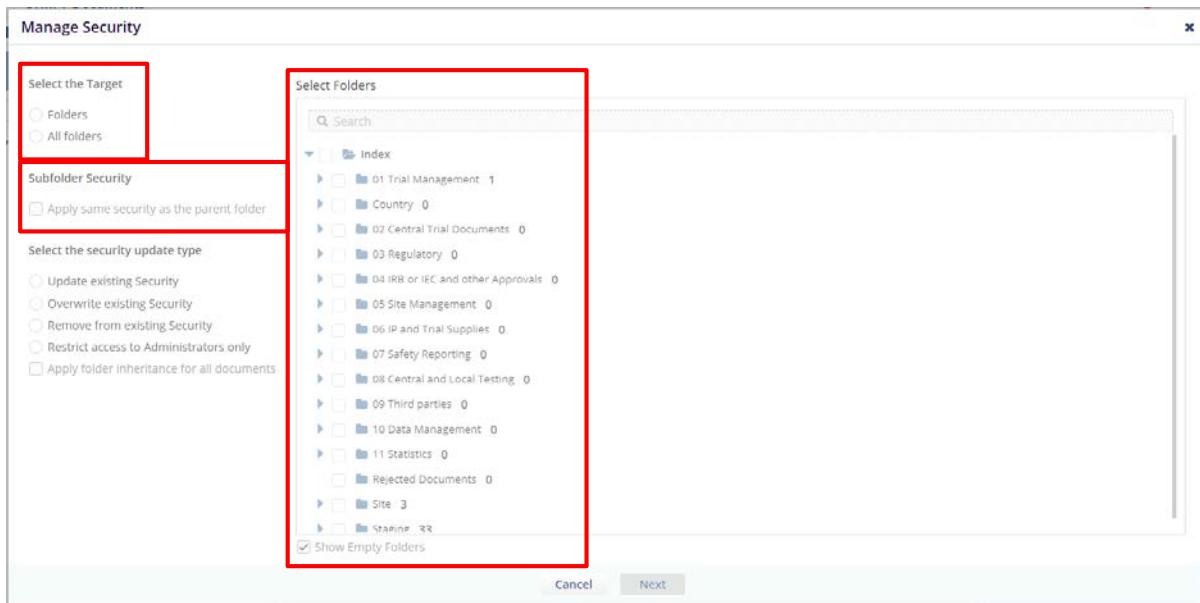
By default, users will see all file index folders until Manage Security is applied (or unless the initial room configurations included security settings)

1. Enter a room and navigate to the **Documents** module.

2. Above the grid, click **Manage Security**



3. Choose the target folders to manage.



If **Folders** is selected, decide if Subfolder Security will be the same as the parent folder.

4. Choose to **Update** or **Overwrite** existing security settings.

Select the security update type

- Update existing Security
- Overwrite existing Security
- Remove from existing Security
- Restrict access to Administrators only
- Apply folder inheritance for all documents



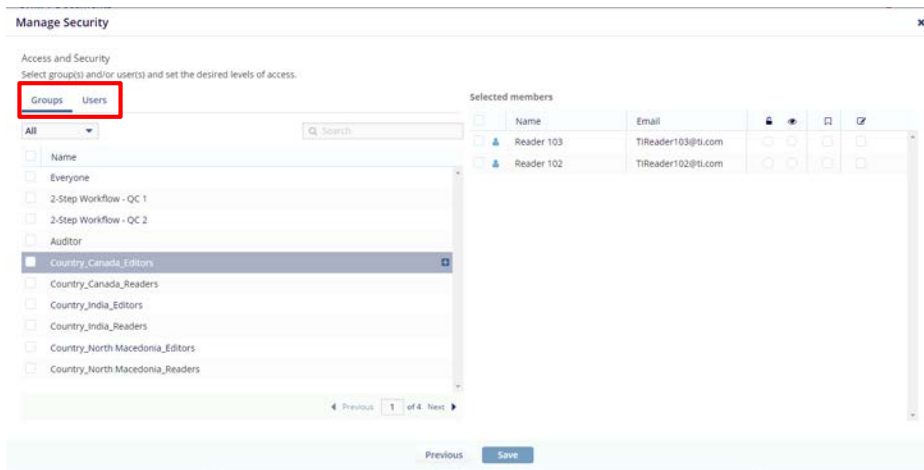
Update is often a better choice so that other existing folder security is not removed.

5. Click Next.

Cancel

Next

6. Find the users to manage from **Groups** and/or **Users**.



7. Double-click the user name(s) in the left panel or drag it into the right panel.

8. Do NOT check any boxes.

Selected members

<input type="checkbox"/>	Name	Email	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Reader 103	TIReader103@ti.com	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Reader 102	TIReader102@ti.com	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Leaving the boxes blank will prevent these users or groups from accessing the folders.

9. Click **Save**.

Previous

Save

For any additional assistance, click ...

Help

Guide