Link to article: https://discover.claromentis.com/knowledgebase/articles/675

Security Level in Documents

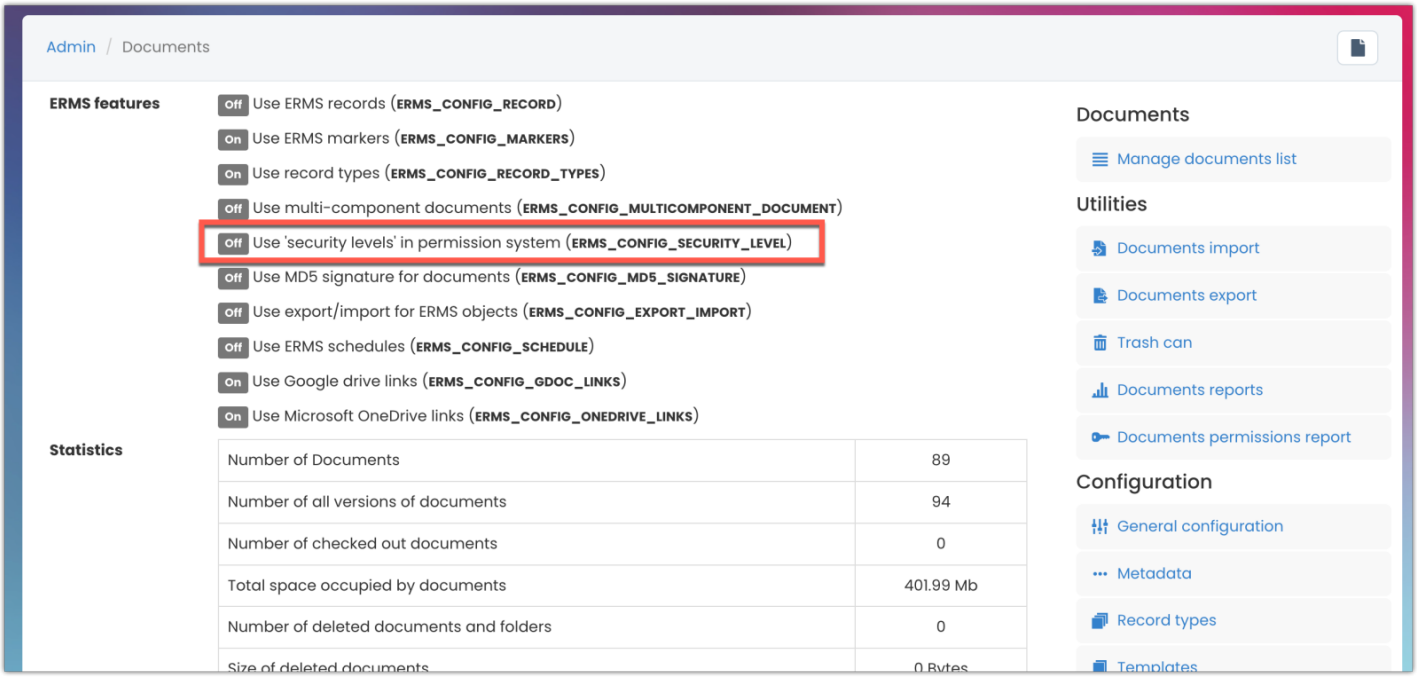
Overview

It is possible to further restrict access to a certain document or folder based on the IP range of the users. For instance, you may want to allow unrestricted access when the user is accessing a document from the office building and known IP address but block access when the user is accessing the same document from outside the office or known IPs.

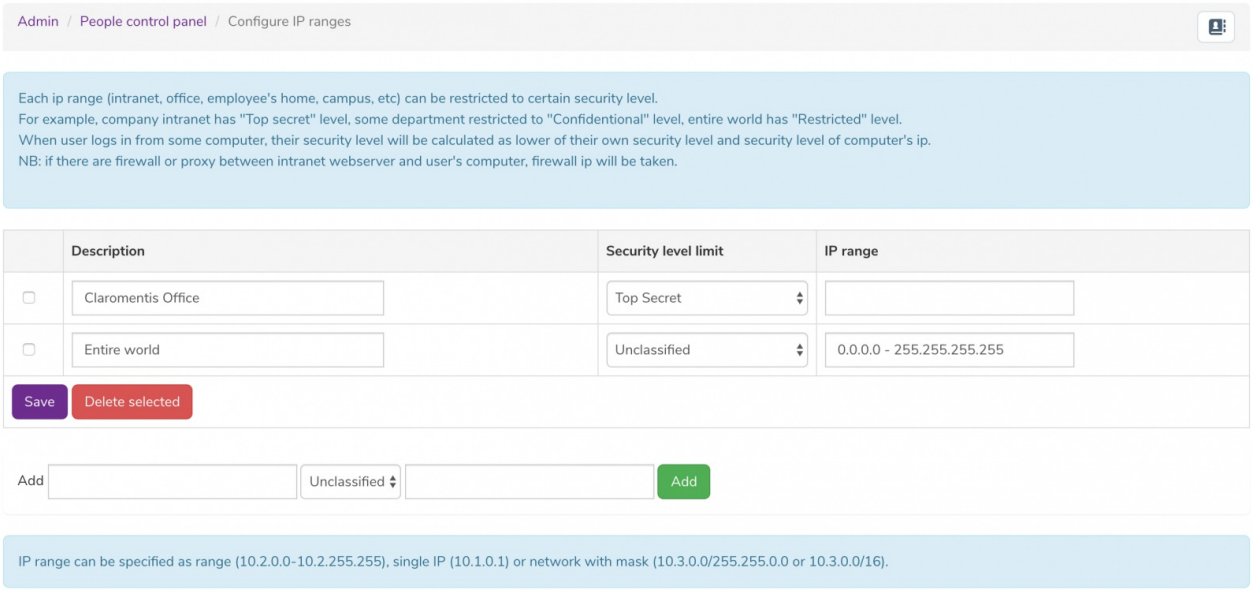
How to enable:

Firstly security level must be enabled in the configuration, so if it is not on your site please submit a support ticket so we can enable this for you.

Once it is enabled you can check under `Admin/Documents` under Security Level with status ON.



Navigate to `Admin/People/Configure IP Ranges` (Under Configuration) to configure the IP range:



Each IP range (intranet, office, employee's home, campus, etc) can be restricted to a certain security level.

For example, the company intranet has a "Top secret" level, some departments may be restricted to a "Confidential" level, and all others outside this "Restricted".

When a user logs in from some computer, their security level will be calculated as lower than their own security level and the security level of the computer's IP.

NB: if there are firewalls or proxies between the intranet web server and the user's computer, the firewall IP will be used.

Last modified on 30 November 2023 by Hannah Door

Created on 16 December 2019 by Michael Christian
Tags: user guide, security, level