



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.

[Admin](#) / [Documents](#)

ERMS features

- ☐ Off Use ERMS records (ERMS_CONFIG_RECORD)
- ☒ On Use ERMS markers (ERMS_CONFIG_MARKERS)
- ☒ On Use record types (ERMS_CONFIG_RECORD_TYPES)
- ☐ Off Use multi-component documents (ERMS_CONFIG_MULTICOMPONENT_DOCUMENT)
- ☐ Off Use 'security levels' in permission system (ERMS_CONFIG_SECURITY_LEVEL)
- ☐ Off Use MD5 signature for documents (ERMS_CONFIG_MD5_SIGNATURE)
- ☐ Off Use export/import for ERMS objects (ERMS_CONFIG_EXPORT_IMPORT)
- ☐ Off Use ERMS schedules (ERMS_CONFIG_SCHEDULE)
- ☒ On Use Google drive links (ERMS_CONFIG_GDOC_LINKS)
- ☒ On Use Microsoft OneDrive links (ERMS_CONFIG_ONEDRIVE_LINKS)

Statistics

Number of Documents	89
Number of all versions of documents	94
Number of checked out documents	0
Total space occupied by documents	401.99 Mb
Number of deleted documents and folders	0
Size of deleted documents	0 Bytes

Documents

- [Manage documents list](#)

Utilities

- [Documents import](#)
- [Documents export](#)
- [Trash can](#)
- [Documents reports](#)
- [Documents permissions report](#)

Configuration

- [General configuration](#)
- [Metadata](#)
- [Record types](#)
- [Templates](#)

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 certain security level.

For example, company intranet has "Top secret" level, some department restricted to "Confidential" level, entire world has "Restricted" level.

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

NB: if there are firewall or proxy between intranet webserver and user's computer, firewall ip will be taken.

	Description	Security level limit	IP range
<input type="checkbox"/>	<input type="text" value="Claromentis Office"/>	<input type="text" value="Top Secret"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text" value="Entire world"/>	<input type="text" value="Unclassified"/>	<input type="text" value="0.0.0.0 - 255.255.255.255"/>

Add

IP range can be specified as range (10.2.0.0-10.2.255.255), single IP (10.1.0.1) or network with mask (10.3.0.0/255.255.0.0 or 10.3.0.0/16).

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