

## Security Level in Documents

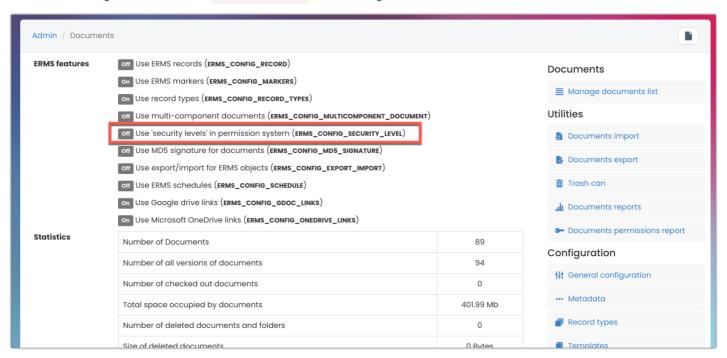
## Overview

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.

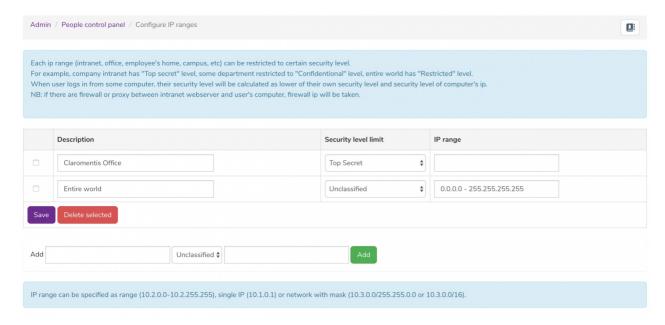
## How to enable:

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.

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