



Documents: Assigning permissions on the front end

This guide shows how to update permissions on Folders and Documents from the front end.

For more information on the permissions themselves and what each means, see our guide [here](#)

Reminder

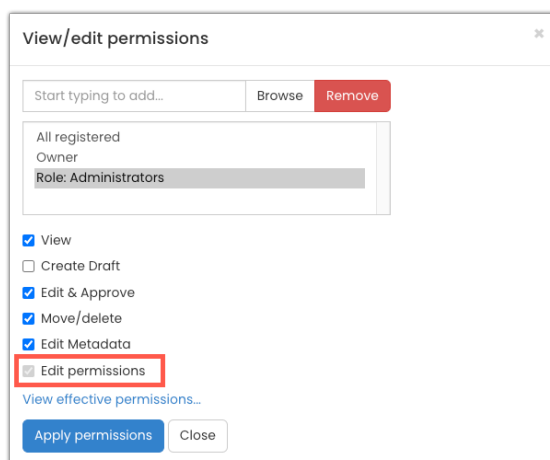
If a user/group/role is not appearing as selectable in a subfolder or document permissions when you are editing them, it is likely they have not been predetermined in the parent folder permissions or were left out at some point in the folder levels above the one being modified.

In these situations check the folder permissions of levels higher in the directory to highlight where the lack of definition for your desired user/role/group starts and rectify this by adding them in.

They will become available for selection in the lower levels following this.

Assigning permissions in the front end

Users that can alter folder or document permissions on the front end are those with the 'edit permission' right to that content.



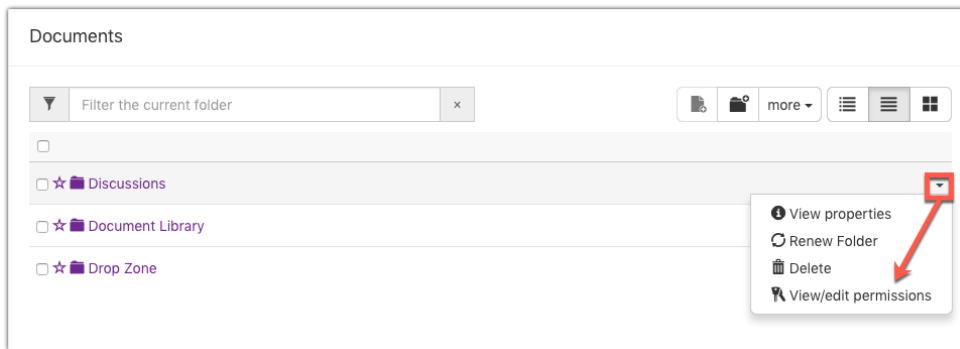
The "edit permission" right can only be given or taken away by an application administrator of Documents on the admin side

Those with the ability to change permissions can follow the steps below to do so.

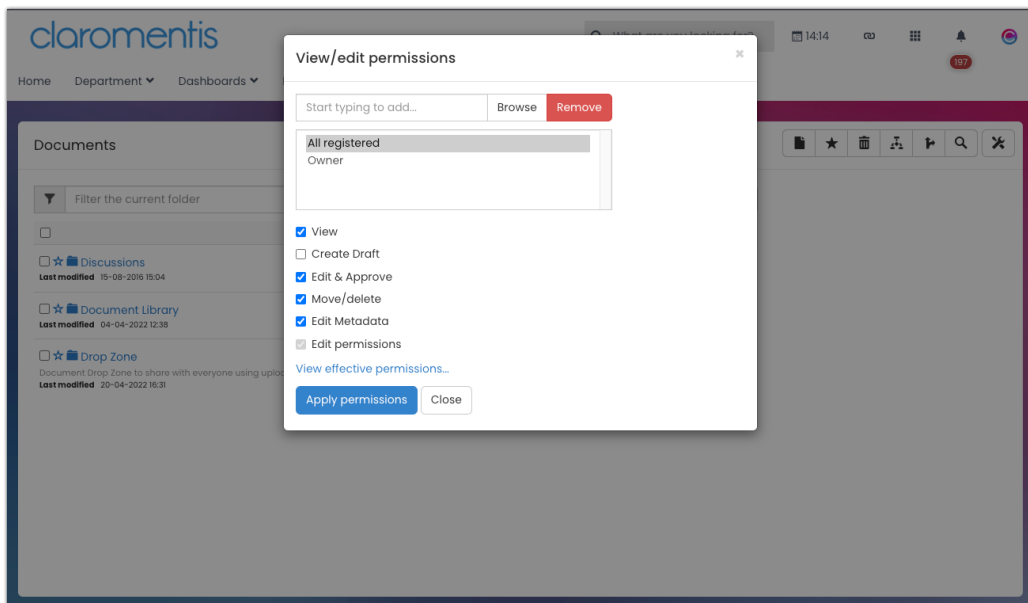
Folder

Go to Applications > Documents

- Navigate to your chosen folder.
- On the right there will be a small arrow, click on this to bring up the drop-down menu.
- Click on "View/Edit Permissions".



- A pop-up will appear where you can now change/assign permissions



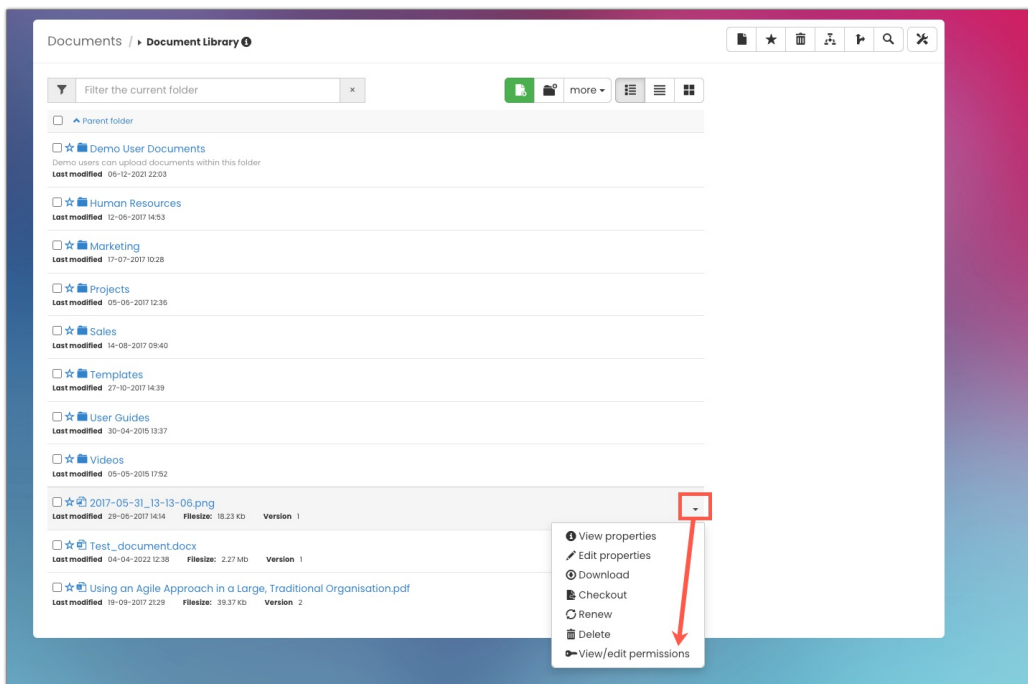
- Once complete, click "Apply permissions" and you will return to the documents screen.
- A green pop-up will appear in the top right corner confirming that permissions have been updated.

Please note - Document application specifically - when making changes to the top-level folders, removing 'All registered' from the root will remove all instances of groups/roles related down the subfolder levels e.g. the loss of a lot of permissions at every lower level. If you require changes to Document permissions, start from the lowest level in the directory and work upwards making permissions alterations towards the parent folder/root - this will retain permissions and avoid access losses.

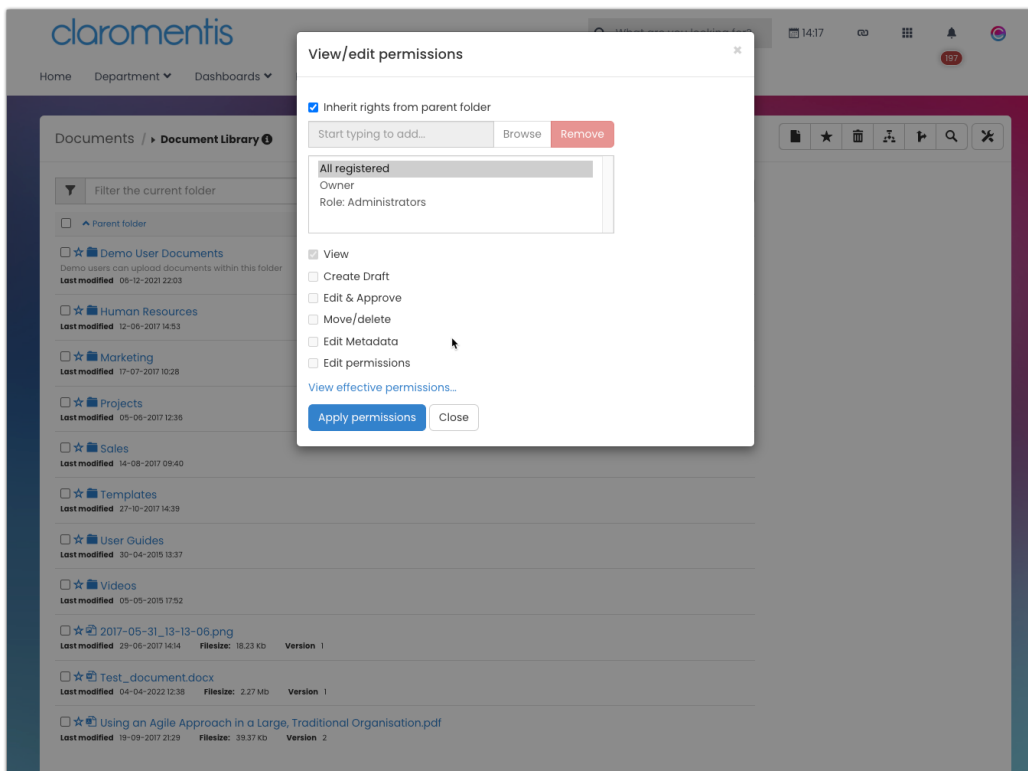
Document

Go to Applications > Documents

- Navigate to your chosen document
- On the right there will be a small arrow, click on this to bring up the drop-down menu
- Click on "View/Edit Permissions"



- A pop-up will appear where you can now change/assign permissions.



- When complete, click "Apply permissions" and you will return to the documents screen.
- A green pop-up will appear in the top right corner confirming that permissions have been updated.