



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 permissions' ability to content.

View/edit permissions

Inherit rights from parent folder

Start typing to add...

All registered
Owner
Role: Administrators

View
 Create Draft
 Edit & Approve
 Move/delete
 Edit Metadata
 Edit permissions

[View effective permissions...](#)

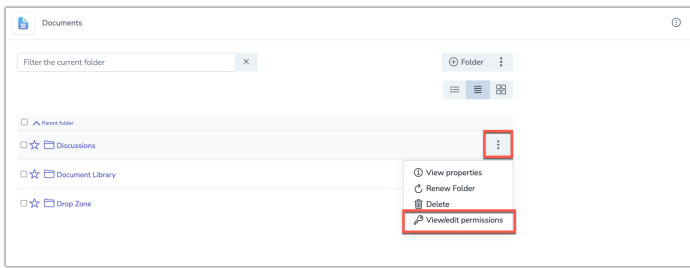
The 'edit permissions' right can only be given or taken away by an application administrator of Documents on [the admin side](#).

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

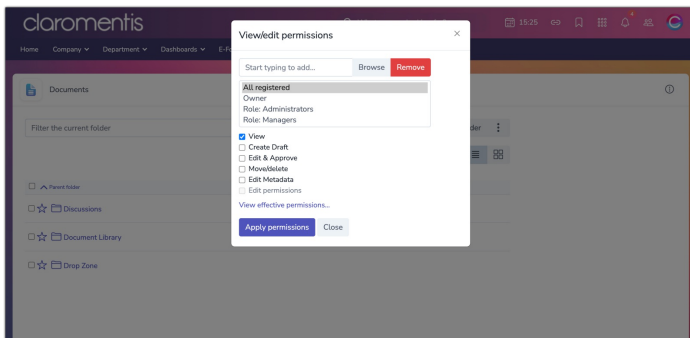
Folder

Go to Applications > Documents

- Navigate to your chosen folder.
- However on the far right in line with your chosen folder, a 3-dot menu will appear, click on this to bring up the options.
- Click on 'View/Edit Permissions':



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



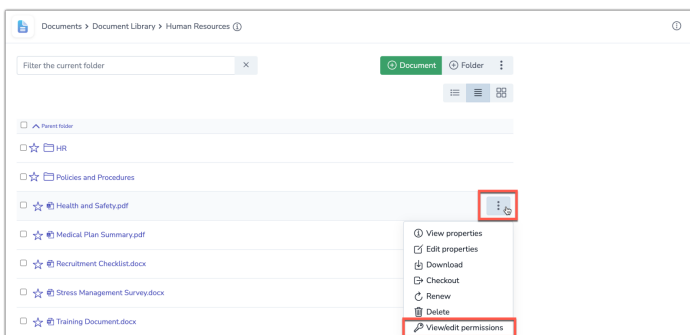
- Once complete, click 'Apply permissions' to save, and be returned to the directory.
- A green pop-up will appear in the top right corner confirming that permissions have been updated.

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.

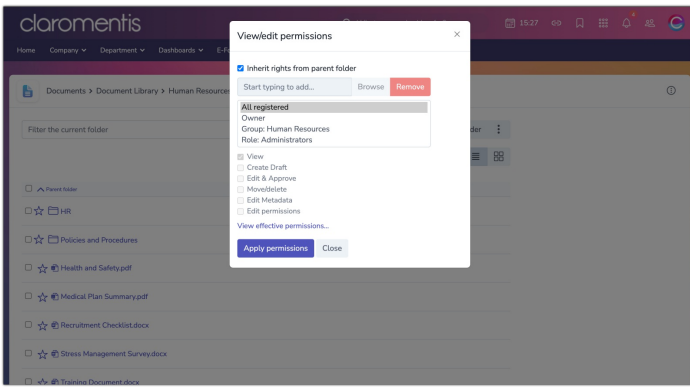
Document

Go to Applications > Documents

- Navigate to your chosen document.
- However on the far right in line with your chosen document, a 3-dot menu will appear, click on this to bring up the options.
- Click on 'View/Edit Permissions':



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



- When complete, click 'Apply permissions' to save and be returned to the directory.
- A green pop-up will appear in the top right corner confirming that permissions have been updated.

Created on 9 August 2024 by [Hannah Door](#)
Tags: [administrator](#), [document](#), [files](#), [permission](#)