H. Permission

I. Assign Permission

1. To assign a permission, select the folder (or document), right click to bring up the context menu, select More > Permission.

Agreements	Share To	•	
Human Resources	Update Thumbnail		
С п	More	•	Delete
Logistic	Cut		Edit
Management	Сору		Follow
Marketing			Temporary Permission
Office Admin			Permission
ed Search			

2. The Permission window will appear.

Permission						×3	×
			User or Group	Functional Name	Permission Level		
	\oplus						
	諮	<u>**</u>	Administration Group (\$Administrators)		Company\Full Access		
	幣	-	System Service Group (\$System Services)		Company\Full Access		
	绺	<u>**</u>	Accounting Department (Accounting)		Company\Read Only		
	Agreement	s			в	reak inheri	
	Permission i	inherit fr	om parent folder			- care annieri	

3. Click the first empty row position to bring up the "Select user or group" window.

Select user or group		×
Users ~	Name	
Antelope admin		Select
User1 user1		Select
User2		Select
User3		Select

4. Select the user account to add, for example "User1".

Permission				×
	User or Group	Functional Name	Permission Level	
€	User1			
양 11	Administration Group (\$Administrators)		Company\Full Access	
뿅 11	System Service Group (\$System Services)		Company\Full Access	
뿅 11	Accounting Department (Accounting)		Company\Read Only	

5. Select the "Permission Level", for example "Modify".

Permission									
		User or Group	Functional Name	Permission Level					
€		User1		Company\Modify					
<u>8</u>	**	Administration Group (\$Administrators)		Company\Access Deny Company\Full Access					
·84	-	System Service Group (\$System Services)		Company\Modify Company\Read Only					
慾	<u>22</u>	Accounting Department (Accounting) Company\Share Company\Workfic		Company\Share Company\Workflow Mana	iger				

6. Click the blue add icon to commit changes.

Permissio							8	>	ł
				User or Group	Functional Name	Permission Level			
	\oplus								
8	Û	% *	<u>+</u>	User1 (user1)		Company\Modify			
	器		<u>99</u>	Administration Group (\$Administrators)		Company\Full Access			
	綹		<u>88</u>	System Service Group (\$System Services)		Company\Full Access			
	溶		-	Accounting Department (Accounting)		Company\Read Only			

7. Instead of user account, you can add User Group by selecting the User Group option.



II. Break Inherit

1. All folder permissions are inherited from its parent folder. If you want to break the inheritance, click the blue "Break Inherit" button at the bottom of the Permission window.



- 2. A confirmation message will appear, click Confirm button.
- 3. All permissions are now effective as standalone and will not inherit from its parent folder. You can remove any effective permission.

F	Permission							×	×
					User or Group	Functional Name	Permission Level		
		\oplus							
	3	Û	溶	-	Administration Group (\$Administrators)		Company\Full Access		
	6	Û	幣	<u></u>	System Service Group (\$System Services)		Company\Full Access		
	6	Û	器	<u>88</u>	Accounting Department (Accounting)		Company\Read Only		
	6	Û	器	<u>+</u>	User1 (user1)		Company\Modify		

III. Restore Inherit

1. To restore the folder to inherit from its parent folder, click the "Restore Inherit" button.



2. The folder will inherit its parent folder's original permission.

Perm	nission							×
					User or Group	Functional Name	Permission Level	
		\oplus						
		쐉		<u>**</u>	Administration Group (\$Administrators)		Company\Full Access	
		绺		-	System Service Group (\$System Services)		Company\Full Access	
		쐉		<u>88</u>	Accounting Department (Accounting)		Company\Read Only	
	6	Û	綹	<u>**</u>	Administration Group (\$Administrators)		Company\Full Access	
	5	Û	284	=	System Service Group (\$System Services)		Company\Full Access	
	5	Û	幣	-	Accounting Department (Accounting)		Company\Read Only	
	6	Û	뿅	±.	User1 (user1)		Company\Modify	

3. You should remove those existing permission which contradict or duplicate with the original one.

nissio	n						×	
				User or Group	Functional Name	Permission Level		
	\oplus							
	棇		-	Administration Group (\$Administrators)		Company\Full Access		
	8		22	System Service Group (\$System Services)		Company\Full Access		
	8		-	Accounting Department (Accounting)		Company\Read Only		
5	Û	器	<u>88</u>	Administration Group (\$Administrators)		Company\Full Access		
5	Û	器	-	System Service Group (\$System Services)		Company\Full Access		
5	Û	***	<u></u>	Accounting Department (Accounting)		Company\Read Only		
8	Û	283	1	User1 (user1)		Company\Modify		

I. Temporary Permission

I. Assign Temporary Permission

1. You can assign a temporary permission for any user account to access the current folder.



2. Select the user account, date range and permission level.

Tempora	ry Permission					×	×
	Grant To	Div./Dept.	From Date	To Date	Permission Level		
Ð	User1		2024-08-28	2024-08-30	Company\Read Only		

3. Click the blue add icon to commit changes.

Tempor	mporary Permission										
	Grant To	Div./Dept.	From Date	To Date	Permission Level						
÷											
Û	User1		2024-08-28	2024-08-30	Company\Read Only						