Changing Access Rights on Multiple Items

      While acting as a Unit Administrator, it will be a frequent activity to assign Entry Access Rights on areas of the repository that you are responsible for. Depending on the number of areas and folders that you have control over and the number of trustees that you are assigning rights for, this can be a very tedious and time consuming process. If you are assigning the same rights to multiple users at multiple locations, if you go folder by folder and user by user, then it also means that there are more chances that a mistake will be made.

      The following is a guide to help assist you in the assigning of Entry Access Rights related to multiple folders and to multiple trustees.

****NOTE: THIS GUIDE IS TO ALLOW ASSIGNMENT OF ENTRY ACCESS RIGHTS TO MULTIPLE USERS ON MULTIPLE LOCATIONS. ANY CHANGES TO OR REMOVAL OF THOSE ENTRY ACCESS RIGHTS MUST BE DONE ON A ENTRY BY ENTRY BASIS****

1.   As stated above, this method will allow assignment of Entry Access Rights to multiple users at multiple locations, but the reverse is not true. Therefore, the first and most important step is to **plan your intentions prior to starting**. This can be done on an Excel spreadsheet or handwritten. While this method will save time in assigning Entry Access Rights, errors in assigning can be time consuming to correct. The following table is an example.

	TEO				F,S,D			
	U	U1	U2	U3	U	U1	U2	U3
1	1.1.04.1	1.1.16.15	1.1.02	1.4.1			1.1.1.2	
2	1.1.04.2	1.1.28	1.1.5	1.4.2			1.1.1.3	
3	1.1.04.3	1.1.29	1.1.07	1.4.3				
4	1.1.14.4		1.1.09					
5	1.1.18.1		1.1.12.1					
6	1.1.20		1.1.16.05					
7	1.1.25.5		1.1.16.19					
8	1.2.1		1.1.18.2					
9	1.3.4							
10	1.5.2							
11	1.5.3							27

     In this grid, the Users in the particular Unit group (COTG, ENUT, DS01, etc) are granted Entry Access rights with a Scope of "This Entry Only" for folders 1.1.04.1, 1.1.04.2, etc. The users in the particular Unit 2 group (COTG(2), ENUT(2), DS01(2), etc) are granted Entry Access Rights with a scope of Folders, Subfolders, and Documents on 1.1.1.2 and 1.1.1.3. What those particular Entry Access Rights are (Read, Browse, Modify Contents, etc) is up to the individual Unit Administrators and depends on what access they are looking to grant.

2.   After planning your intended assignment of Entry Access rights, the Unit Administrator needs to select the particular entries they wish to assign Entry Access Rights for. Utilization of the search capability within Laserfiche helps to sort out which entries you are looking for. For the purposes of this example, we will look for entries from COTG (Extension Information Technology) and show the entries in the Administration Records record series. A search parameter of 1*COTG will return any documents and/or folders that start with a 1 and end with COTG.

3.   You will then highlight the particular entries you wish to assign Entry Access Rights to. To highlight entries that are not consecutive, hold the "Ctrl" key down while selecting the desired entries.
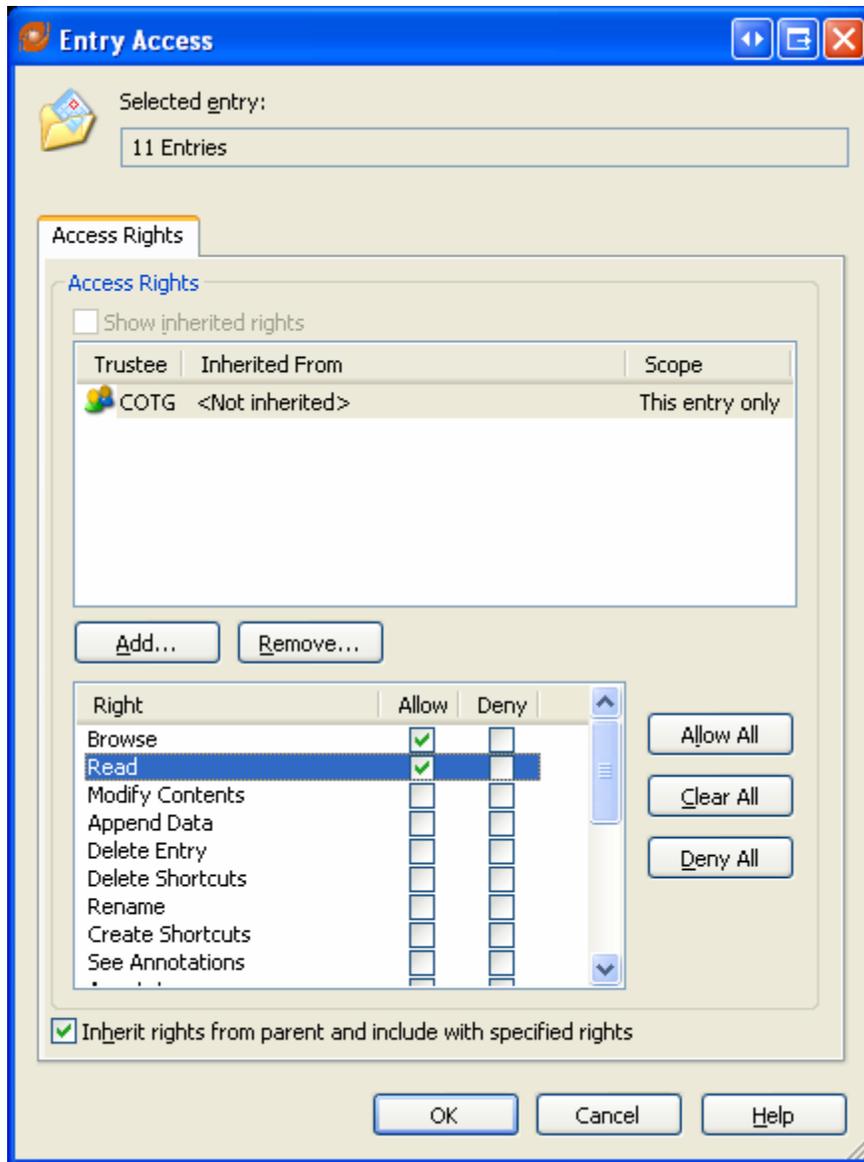
4.   To assign Entry Access rights to these particular entries, either right click on the highlighted area and select "Access Rights" or go to Tools>Access Rights. The following dialog box opens up indicating that you are about to assign Entry Access rights on 11 Entries. Note that there is no information about existing Entry Access rights that are inherited. This is because you are choosing multiple entries and it will not show all of the inheritance related to each individual entry that is selected.
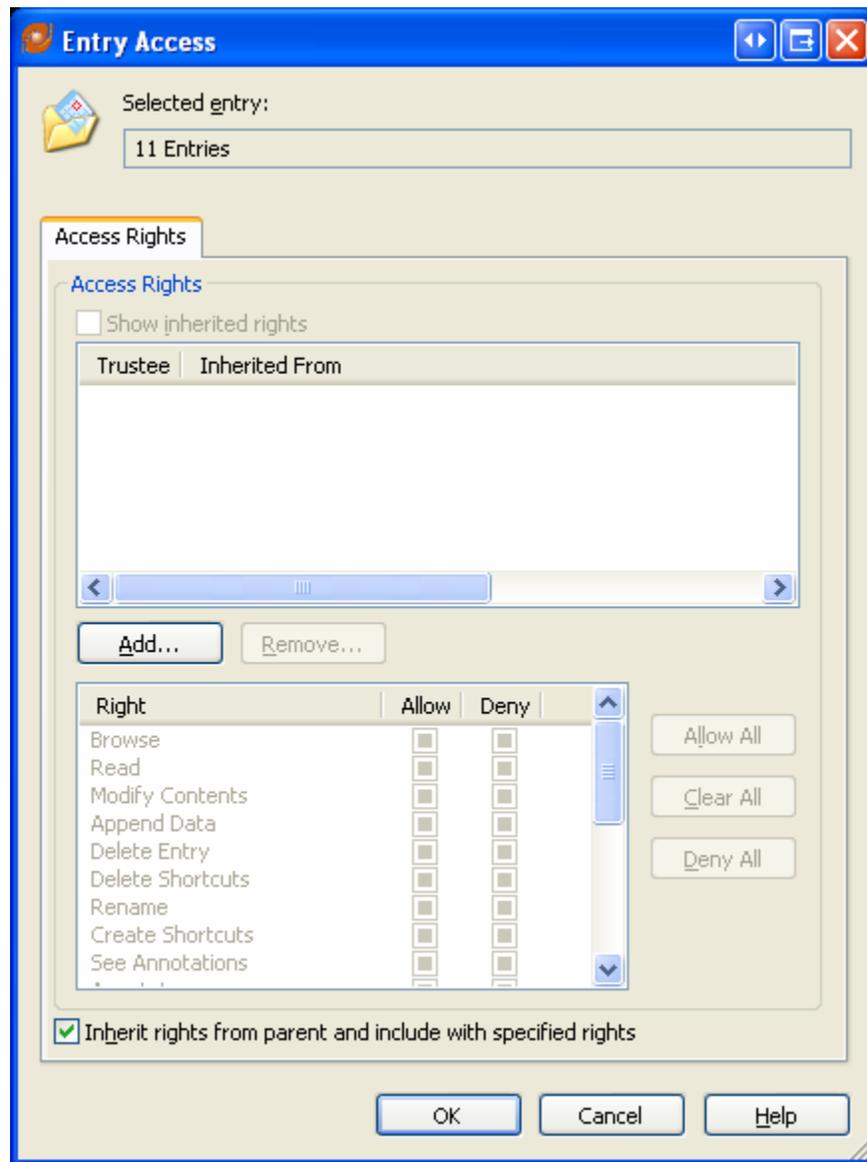
5.   Click on "Add" to bring up the dialog box to select a particular user or group (Trustee) as well as the scope intended for this particular assignment.
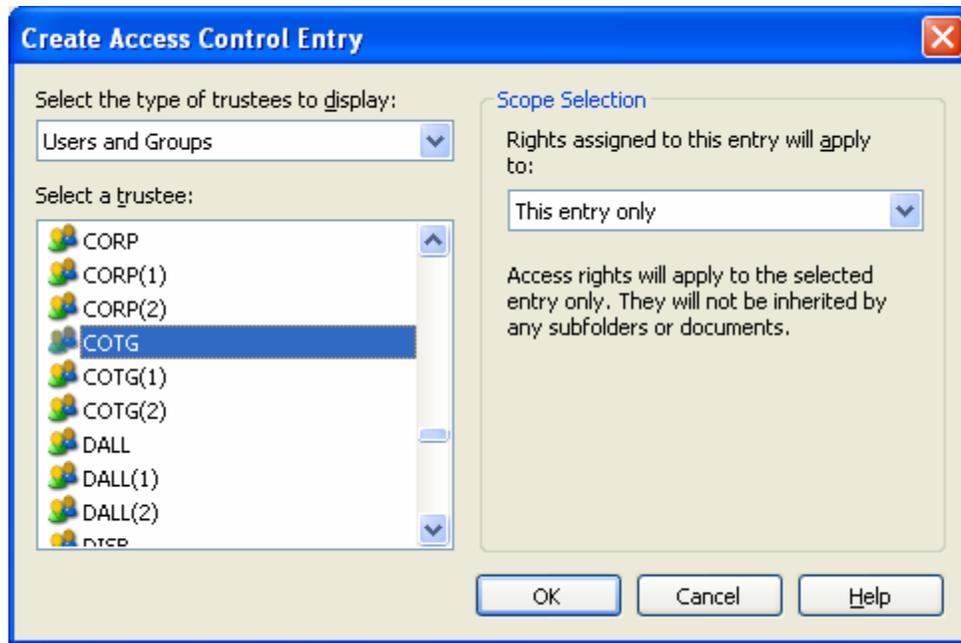
6.   As per the spreadsheet shown previously, we are assigning access to this
      selection of entries at this time. For this example we will assign access to
      COTG and a scope of "This entry only".

7.   Click OK and this will bring up the next dialog box to assign particular rights
   for these 11 entries at the scope mentioned in step 6.

8.   For this example, we will assign Browse and Read to the COTG group on these 11 entries at a scope of "This entry only".

9.   You can now assign Entry Access rights to another trustee. You can change the types of rights granted and the scope, but it is on the same 11 entries. For the purpose of this document we will assign further rights to a "TEST" user. Make sure that the scope that is selected is the scope that is intended when assigning Entry Access rights to each trustee.
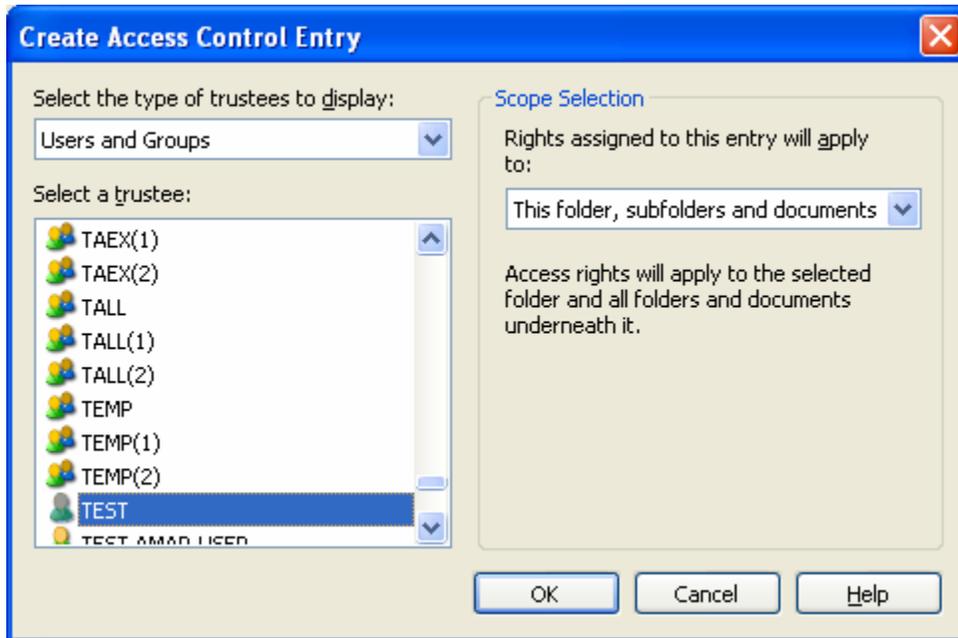
10.   Click OK
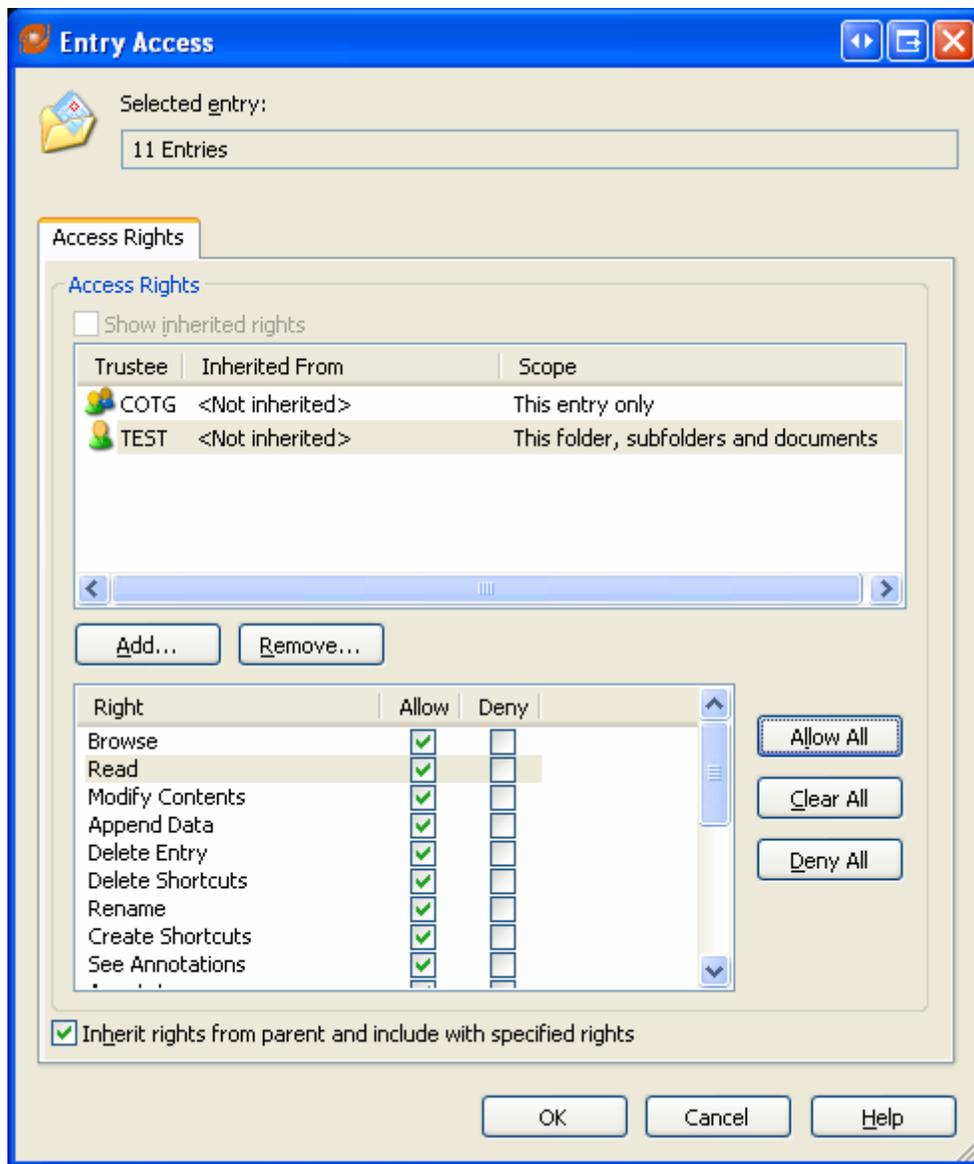
11.   For this example, we have assigned "TEST" to have all Entry Access rights at a scope of "This folder, subfolders and documents". Click on OK to assign Entry Access rights to the 11 selected entries to the indicated trustees. Each one of the selected trustees has different Entry Access rights assigned with different scopes, but on the same 11 entries.

12. Return to the Search Results and select the next group of entries that you wish to assign Entry Access Rights on and repeat the process.

13. To verify that you have assigned Entry Access rights as you intended, you can either right click on a particular entry and select "Access Rights" or highlight the selected entry and go to Tools>Access Rights.
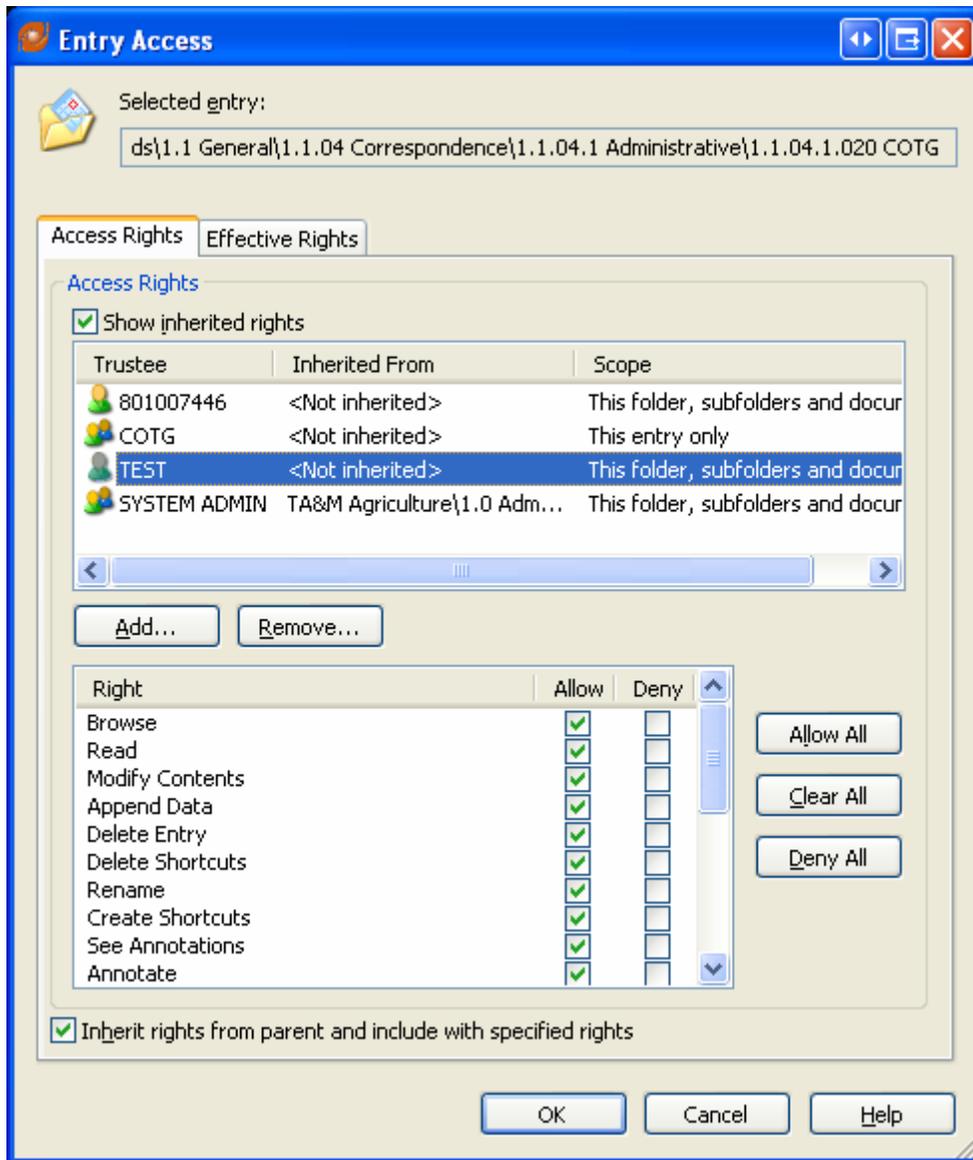
14. You will note that the TEST trustee has rights assigned at a scope of "This folder, subfolders and documents" (above). The COTG has rights assigned at a scope of "This entry only" (below).
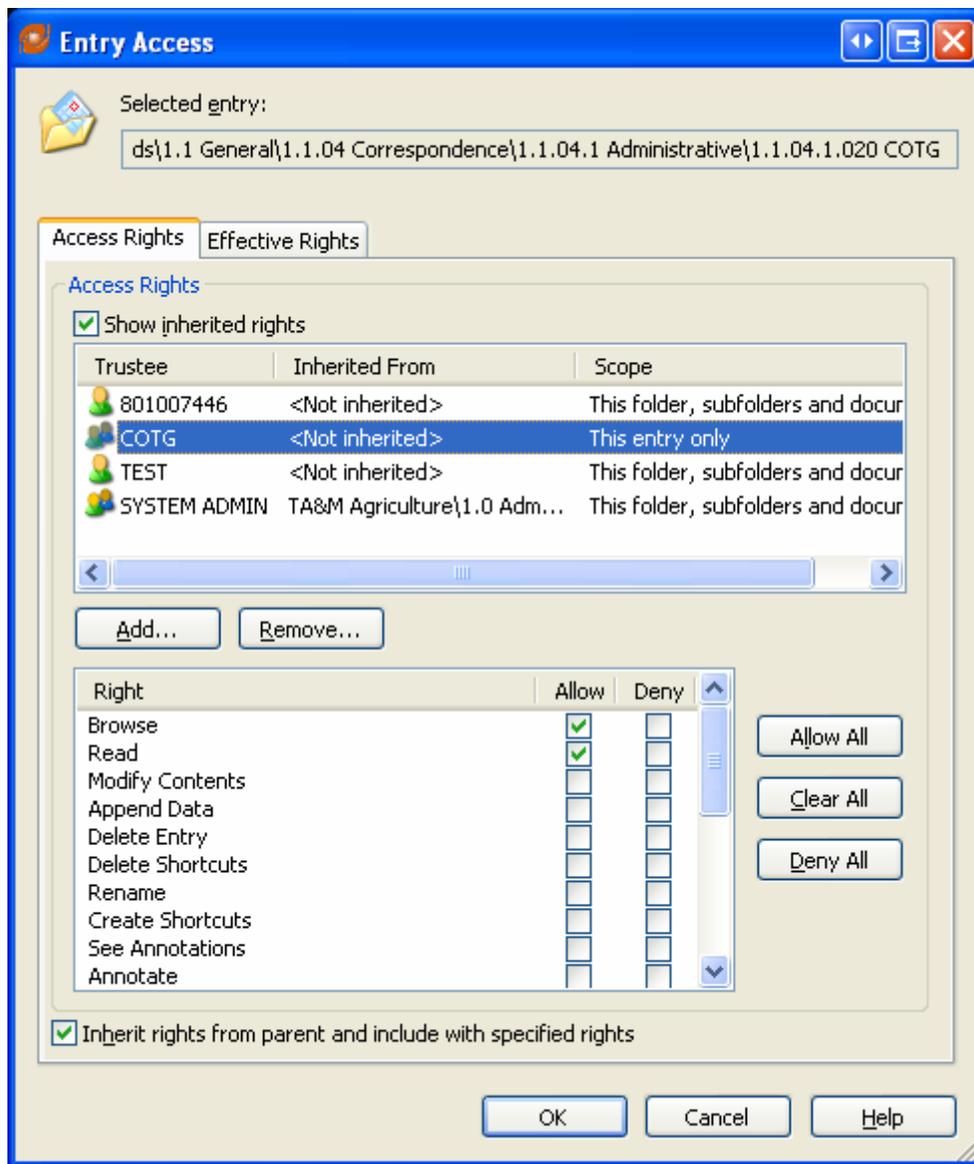
15. If you have made an error in assignment of Entry Access rights during this process you would then have to go to each one of the 11 individual entries and either modify the particular assignment, or remove it completely. As stated previously, this method can save you a lot of time and effort, but if your assignments are not properly planned out, fixing errors could become time consuming as well.