

## Privileges

Privileges are special account rights that grant the ability to perform operations dealing with the management of a Laserfiche repository. Typically, privileges cover administrative activities that only need to be performed by specially designated individuals in an organization.

Privileges should not be granted to regular users. Privileges should only be granted to "trusted" users tasked with carrying out administrative tasks. Standard tasks such as filing, viewing, and modifying documents do not require any privileges, only the necessary access rights.

The privilege security mechanism is a separate security mechanism from the access right security mechanism. Certain privileges grant capabilities that overlap with entry access rights. In these cases, by having the appropriate privileges, these users can bypass the access rights security mechanism.

The following is a list of available privileges.

- **Manage Trustees:** Grants the ability to create/delete users and groups, add/remove members of groups, edit the descriptions of users and groups, set a password for a user without knowing that user's original password, set feature rights, enable/disable an account, prevent users from being able to change their passwords, and set a temporary password. This privilege does not allow a user to grant/revoke privileges.
- **Manage Volumes:** Grants the ability to create/delete a volume, attach/detach/export a volume, create logical volumes, limit volume size, grant/deny volume access rights, change the volume name, and change the volume paths.
- **Manage Metadata:** Grants the ability to create/delete a template, modify template settings, grant/deny field access rights, create/delete tags, modify tag settings, and rename/delete public stamps. This privilege grants the ability to assign tags to users and groups, but not the ability to assign tags to documents and folders. This privilege does not grant the ability to view or set the field data assigned to a document or folder.
- **Manage Entry Access:** Grants the ability to grant/deny entry access rights to all documents and folders in a repository. To smoothly perform this task, this privilege bypasses several security mechanisms. This privilege bypasses the **Browse** and **Access Control entry** access rights. This privilege bypasses the **Read** entry access right on folders. This privilege also allows a user to browse through documents and folders associated with security tags that have not been assigned to him/her. This privilege also grants the ability to see what documents are currently checked out and to undo another user's check out. This privilege does not grant the ability to assign volume access rights, nor does it grant the ability to assign field access rights.

- **Records Management:** Grants the ability to carry out all records management operations performed through the Laserfiche Administration Console. This privilege also grants the ability to create/delete record series, modify record series and record folder properties, cutoff/uncutoff records, confirm transfers, confirm final disposition actions, and remove a "Supersedes/Superseded by" document link from a record.
- **Manage Connections:** Grants the ability to view all active connections to a repository and to disconnect a currently connected user.
- **View Audit Records:** Grants the ability to view the audit history of documents and folders. This privilege does not bypass the **Browse** entry access right. The user must have the **Browse** entry access right on a document or folder to view the audit records for that entry.
- **Manage Repository Configuration:** Grants the ability to carry out all operations in the Settings and Password Policy items in the Laserfiche Administration Console.
- **Manage Audit Settings:** Grants the ability to specify which events will be audited on a Laserfiche repository. This privilege also grants the ability to configure watermark options using the Watermark item in the Laserfiche Administration Console.
- **Configure Search/Index:** Grants the ability to set/change the word delimiter list, to edit the stop words list, and to issue a rebuild index command.
- **Set Trustee Privileges:** Grants the ability to grant/deny privileges for a Laserfiche user account or group account.

## Feature Rights

Feature rights allow a user to perform specific actions, such as scanning and printing. The right to perform these specific features applies across the entire repository. For example, if the user does not have the feature right that allows printing, then the user cannot print any documents in the repository. Assigning a feature right to a user does not mean that the user will be able to perform the desired action on all documents and folders. The user must still have the appropriate entry access rights on the document or folder.

The following is a list of available feature rights.

- **Scan:** Grants the ability to scan into a new or existing document.
- **Import:** Grants the ability to import files into the repository.
- **Search:** Grants the ability to perform any type of search.
- **Print:** Grants the ability to print information from the repository.
- **Export:** Grants the ability to export images, text, briefcases, folder list contents, listings of search results, and electronic files.
- **Edit Text:** Grants the ability to modify the text associated with a document.
- **Move Object:** Grants the ability to move documents, electronic documents, and folders to a different folder. It also grants the ability to move pages from one document to another document.
- **Process:** Grants the ability to OCR image pages, index documents, retrieve text from an electronic file, or process electronic documents using Laserfiche Snapshot. This feature right does not affect whether you can print an electronic file using Laserfiche Snapshot.
- **Extended Properties:** Grants the ability to view additional property information accessible from the **More** option in the standard **Properties** dialog box. This feature right also governs the ability to view the **Entry ID** folder browser column.
- **Delete:** Grants the ability to delete documents and folders. It also determines whether one or more pages can be deleted from a document.

**Note:** The ability to delete pages requires the **Modify Contents** entry access right on the desired document, the **Modify/Delete** volume access right on the volume associated with that document, and the **Delete** feature right.

- **Migrate Documents:** Grants the ability to migrate documents from one volume to another.
- **Edit Workflow:** Grants the ability to edit Laserfiche Workflow Suite rules.

## Entry Access Rights

Access rights checking is the primary mode of access control. Each operation on a document or folder has a set of required entry access rights. If the user attempting the action does not have the necessary rights, the user is denied the operation.

**Note:** The privilege security mechanism can bypass certain aspects of access rights checking. Privileges control access to system functions, whereas entry access rights control access to documents and folders.

The following is a list of entry access rights:

- **Browse:** Grants the ability to see whether a document, folder, or shortcut exists.

**Important:** The **Browse** entry access right is not sufficient to view the contents of a folder or a document. The **Read** entry access right is also required. Attempting to open a folder to which a user has been granted the **Browse** right, but not the **Read** right, will cause that folder to appear empty. Attempting to open a document to which a user has been granted the **Browse** right, but not the **Read** right, will generate an error message.

- **Read:** Grants the ability to open a folder, open a document, view field values, search for a document, view all metadata, and view all properties. Note that to view the images, text, and/or electronic file associated with a document requires the **Read** volume access right and that to view field values requires the **Read** field access rights.
- **Modify Contents:** Grants the ability to modify the contents of a document. This includes generating or replacing text via OCR. This right allows the user to add pages, move pages, delete pages, rotate images, and move documents and folders to other folders. This right implicitly grants the following entry access rights: **Read, Append Data, Annotate, See Annotations, and See Through Redactions.**

**Note:** The ability to delete pages requires the **Modify Contents** entry access right on the desired document, the **Modify/Delete** volume access right on the volume associated with that document, and the **Delete** feature right.

- **Append Data:** Grants the ability to add pages to the end of a document. If a document has not already been assigned text, then this right grants the ability to generate the text of a document via OCR. This right implicitly grants the **Read** entry access right. This right does not allow a user to append text to the end of preexisting text. This right does not allow a user to add any type of annotation.
- **Delete Entry:** Grants the ability to delete a document or folder. When deleting a folder, the user must also have the necessary rights to delete all entries that reside in the folder. This right does not allow a user to delete pages or text from a document.

- **Delete Shortcuts:** Grants the ability to delete shortcuts to an entry.
- **Rename:** Grants the ability to rename an entry.
- **Create Shortcuts:** Grants the ability to create a shortcut to an entry.
- **See Annotations:** Grants the ability to see all annotations (i.e. sticky notes, stamps, highlights, and redactions). However, this right doesn't grant the ability to see through redactions. This right implicitly grants a user the **Read** entry access right.
- **Annotate:** Grants the ability to add, modify, or remove annotations to a document. However, adding, modifying, or removing redactions also requires the **See Through Redactions** right. This right implicitly grants the **See Annotations** and **Read** entry access rights.
- **See Through Redactions:** Grants the ability to see through redactions. This right does not grant the ability to see other types of annotations. This right implicitly grants the **See Annotations** and **Read** entry access rights.
- **Access Control:** Grants the ability to assign access rights on an entry.
- **Write Metadata:** Grants the ability to manage the metadata assigned to an entry. This right implicitly grants the **Read** entry access right. This right allows a user to assign a template and field data to a document. This right also grants the ability to delete document links and document versions. Finally, this right grants the ability to remove informational and security tags from documents and folders.

**Note:** The **Write Metadata** entry access right is not required to link two documents, create a new version of a document, or to assign a tag to a document or folder. Any user that can view the desired document or folder can perform these activities.

- **Create Documents:** Grants the ability to create documents in a folder. This right implicitly grants the **Read** entry access right.
- **Create Folders:** Grants the ability to create folders. This right implicitly grants the **Read** entry access right.
- **Set Last Review Date\*:** Grants the ability to set or reset a review date for a document. This right does not apply to record folders or documents not in a record series.
- **Freeze\*:** Grants the ability to freeze a record folder.
- **Unfreeze\*:** Grants the ability to unfreeze a record folder.
- **Set Event Time\*:** Grants the ability to set, reset, or clear an event date for a time or event and time disposition record folder.
- **Close/Reopen Folder\*:** Grants the ability to close a record folder for filing as well as reopen a closed record folder. This right only affects record folders.

**Note:** An asterisk (\*) indicates access rights that only apply to Records Management.