1.0 Purpose

2.0 Scope

3.0 Procedure

NOTE: This is an example where roles have been inserted into the footer.

1   To set who has each role, Go to the properties of the folder and set the job title against each role. Then copy to items if necessary. Any new items will automatically adopt the folder properties.

2   It is also possible to set the folder template + Header and footer default. This is done in folder options. If the default is not set then the user is presented with the template or header and footer directory tree. By setting the security on these folders user can be restricted on what templates or headers and footer.

Approved By:	User No 1	Identification No:	37
Version:	0	Version Date:	21/04/2009 4:09:33 PM
Status:	Draft	Responsible:	

Page1 of 1