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Section: User Access ⌄

Folder Permissions

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In order to add a user to a specific folder, they will firstly need to have access to the account. Then you will need to put their email address in the search box at the bottom on the 'Folder Sharing' settings box:

Folder Sharing Options   ✕

samantnac@brandwatcn.com	COLLABORATOR	∨	✕
milesh@brandwatch.com	COLLABORATOR	∨	✕
mariam@brandwatch.com	COLLABORATOR	∨	✕
morgank@brandwatch.com	COLLABORATOR	∨	✕
karinam@brandwatch.com	COLLABORATOR	∨	✕
christopherc@brandwatch.com	VIEWER	∨	✕
nasir@brandwatch.com	COLLABORATOR	∨	✕
	OWNER	∨	✕

Q Search for users by e-mail

Changing permissions

If you are the admin you can change the permissions to

1. Collaborator.

Collaborators can view, edit and manage decks and slides.

viziadogfooding@brandwatch.com	OWNER	∨	✕
ollie+dogfooding@brandwatch.com	COLLABORATOR	∨	✕

2. Viewer.

Viewers can only look at the content within the folder, they cannot edit or add to decks or slides.

viziadogfooding@brandwatch.com   OWNER ⌄   ✕

ollie+dogfooding@brandwatch.com   VIEWER ⌄   ✕

3. Remove user.

By removing the user they will no longer have access to this account.

viziadogfooding@brandwatch.com   OWNER ⌄   ✕

ollie+dogfooding@brandwatch.com   VIEWER ⌄   ✕

If a user is removed from the folder, they will not be removed from the account but only an admin will be able to add them to that specific folder again.

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