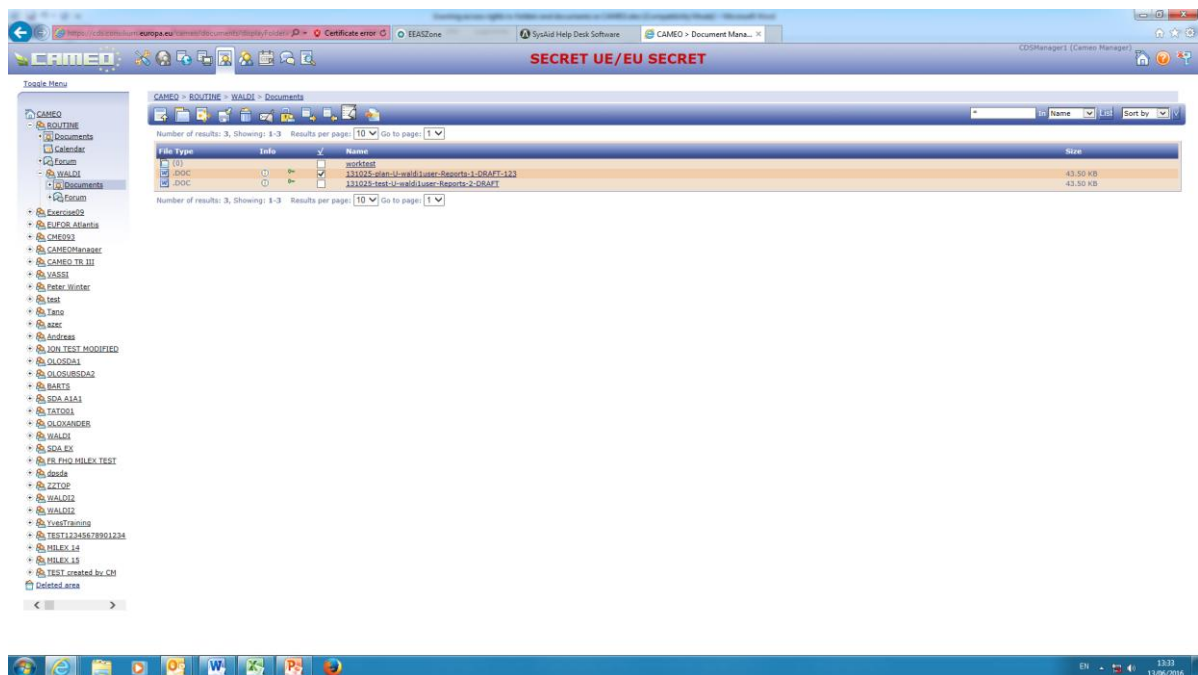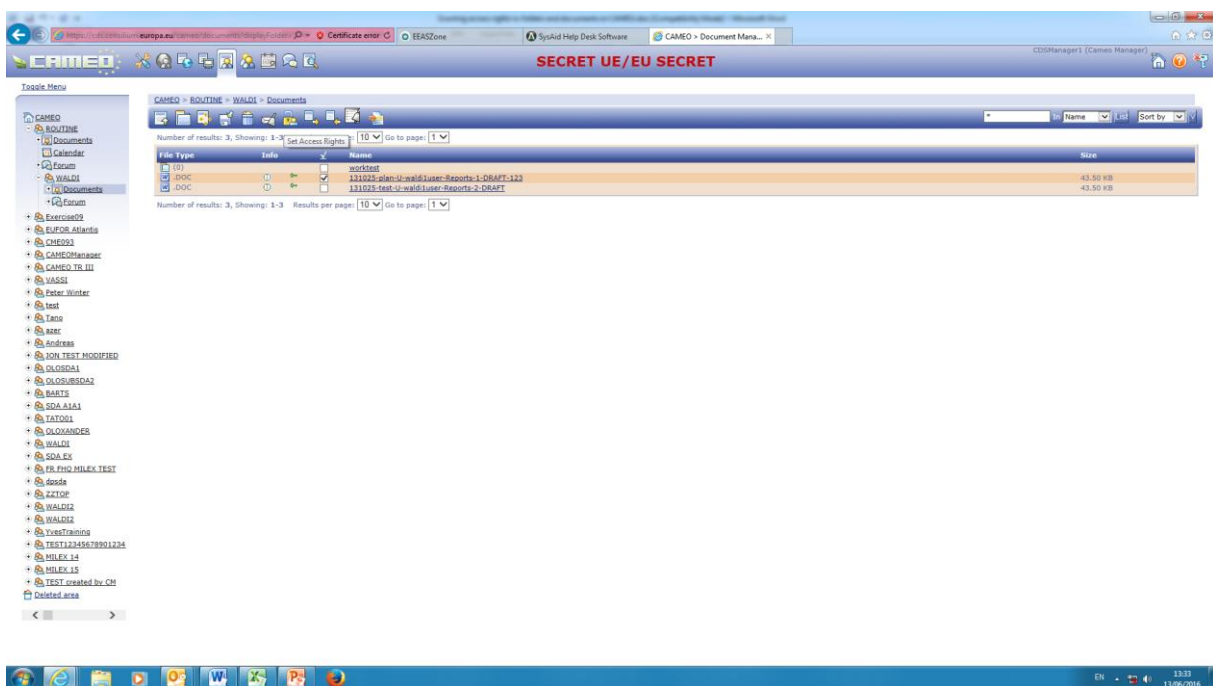# Granting explicit access rights to folders and documents in CAMEO

For more details, please refer to the document "asfdafsa" that can be found in CAMEO/ROUTINE/CAMEO Documents.

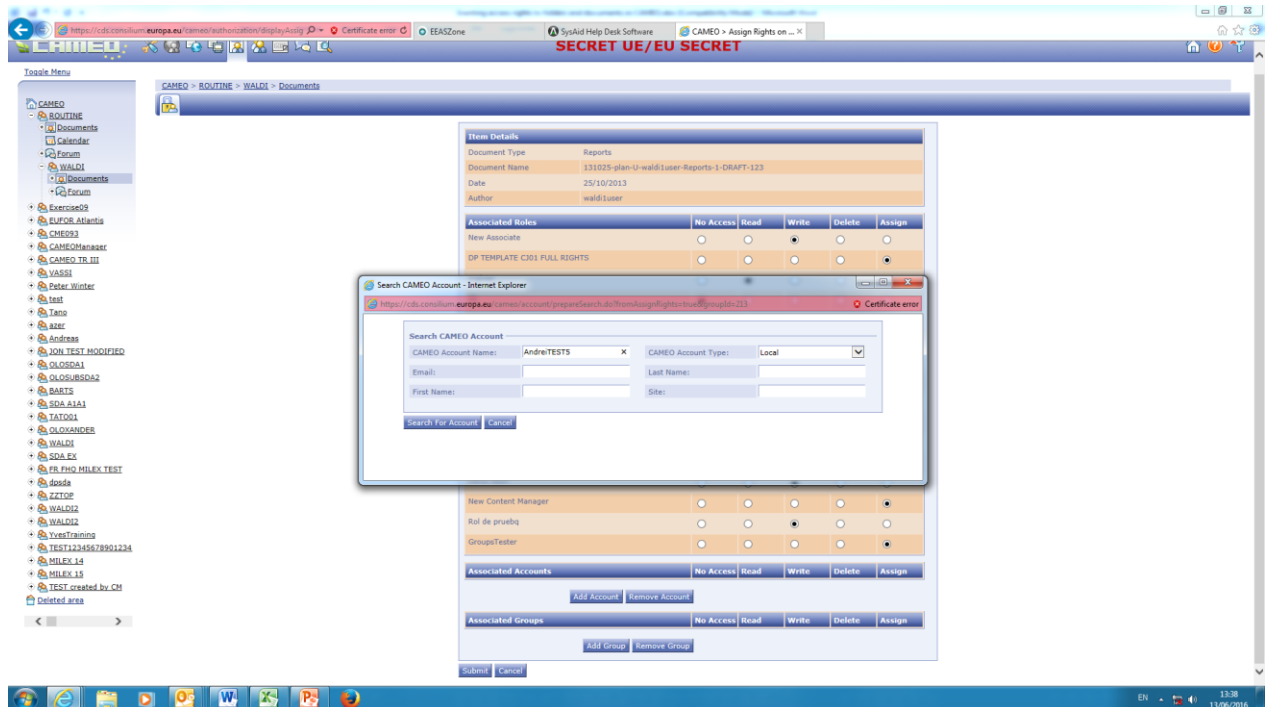1. Select the folder/document for which you wish to grant access rights

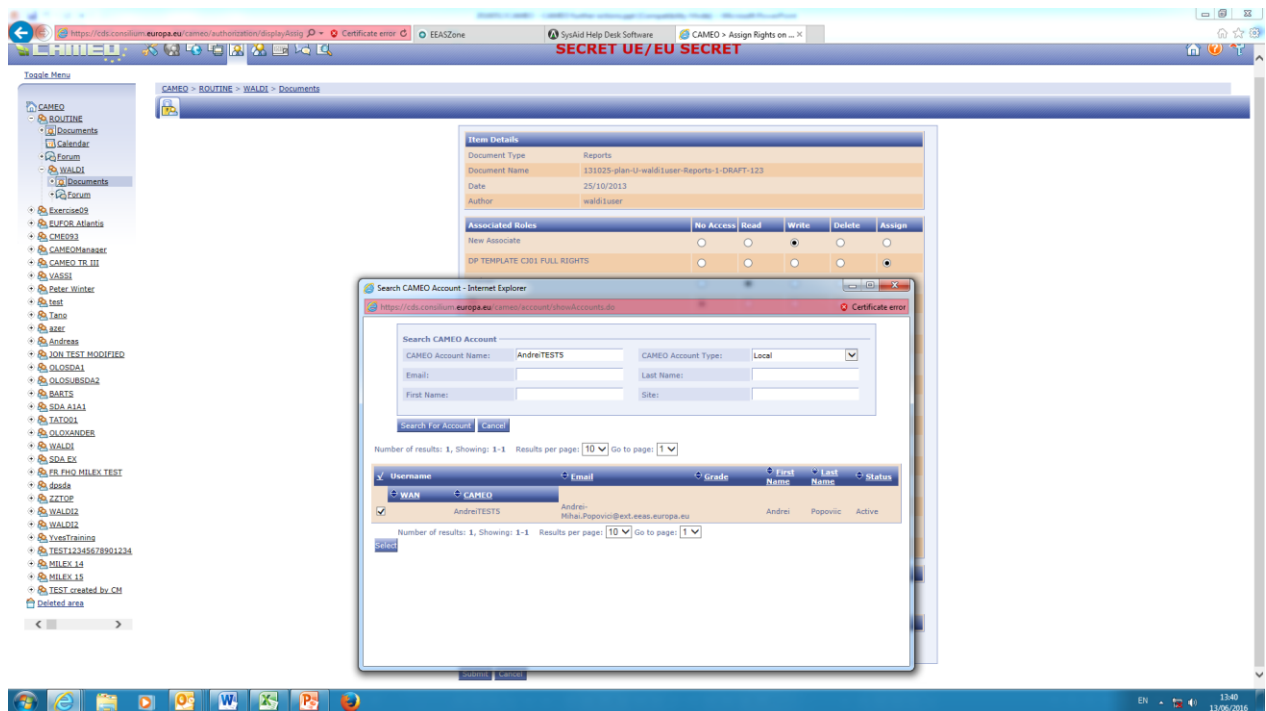2. Click on the "Set access rights" icon in the toolbar.

3. The form for granting access rights is displayed

4. Add the account(s)/group(s) for which you plan to grant access rights:Click "Add Account"/"Add group";

5. Enter the name of the account and click "Search for account"; Click "Select" for the found account

6. The selected account appears in the form with "No Access" access rights set by default.. Check one of the radio buttons according to the rights you wish to grant (i.e. "Read", "Write", "Delete" , "Assign")

REM: Please note that these are actual access rights to certain documents

7. Click "Submit" button to validate the operation

8. A message of "Success" or "Error" of the operation will be displayed.