Exercise 1: Share assets and set access permissions

Task 1. Create a Display.
1. Click the Discover tab.

You can move the Discovery sets to a Shared folder location.
2. In the American Time Use Survey Discovery set, click the ellipsis.
3. Click Move.

You have the option to move the Discovery set to the root of the Personal folder, to another folder within the Personal folder,
4. Click + to expand the Personal folder.

You can also move it to the root of the Shared folder, or to another folder within the Shared folder.
5. Click + to expand the Shared folder.

In this case, you will move the Discovery set to the root of the Shared folder.
6. Click Shared.
7. Click Move.

The Move process also includes assigning access permissions for selected users. By default, the object being moved will inherit the access permissions assigned to the parent object, in this case the Shared folder.

The current permissions show that all users (Everyone) have full control. Also notice that you currently cannot set any access permissions.
8. Beside Everyone, place the cursor over the down arrow in the box containing Full Control to reveal the not available icon.
9. Repeat for two more users.

But you can modify this by clearing the check box.
10. Clear the Inherit permissions from the Shared folder check box.

Now you can grant permissions, including Full Control, whereby a user could delete the object,
11. Beside Everyone, click the down arrow in the box containing Full Control
12. Place the cursor over Full Control.

View and edit, whereby a user could see, and make and save changes to the object,
13. Place the cursor over View and edit.

View, whereby a user could only see the object,
14. Place the cursor over View only.

and finally None, whereby a user would have no access to the object.
15. Place the cursor over None.

Because all users belong to a built in Everyone group, you can start by removing access for all users by selecting None for Everyone.
16. Click None.
17. Click Change all permissions.

You can then set access permissions for the selected users.

18. Beside any user, in the box containing None, click the down arrow.
19. Click View and Edit.
20. Beside another user, in the box containing None, click the down arrow.
21. Click Full Control.
22. Click OK.

You have moved a Discovery set to a shared folder location, and set access permissions so that it is available to selected members in your organization.

23. In the left pane, click the Shared folder.

Notice the Discovery set that you have moved.