**INTENS Document Management - Help**

**Add File - File Location**  
This box allows you to browse your local computer to find a file. Click the "Browse..." button to bring up a popup prompt. Navigate to your file, then click "Open". Once you have done this, the location of your file should show up in the text box, and you can continue to fill out the rest of the form.  
  
**Add File - Category**  
This box allows you to define which category your document corresponds to. Make sure this fits, because many people will search for documents based on this field.  
**Add File - Department**  
This box allows you to define, for each department, the corresponding access rights you want users to have.   
  
**Add File - Authority**  
This box allows you to define a specific type of access for departments, including [forbidden](http://localhost/opendocman/help.html#Rights_-_Forbidden), [view](http://localhost/opendocman/help.html#Rights_-_View), [read](http://localhost/opendocman/help.html#Rights_-_Read), [modify](http://localhost/opendocman/help.html#Rights_-_Modify), and [admin](http://localhost/opendocman/help.html#Rights_-_Admin)  
  
**Add File - Description**This box allows you to attach a short description to the file, which will be used in the file listings, and also during searches. Try to be as precise as possible. Use the [Comment](http://localhost/opendocman/help.html#Add_File_-_Comment) section if you need more space  
  
**Add File - Comment**  
This box allows you to attach a longer message about the file, maybe explaining instructions on how to open or view the file, etc..  
  
**Add File - Example**  
  
Let's assume you want to set up the following access rights on a file:

* Only you can [administer](http://localhost/opendocman/help.html#Rights_-_Admin) the file
* Only your department can [Modify](http://localhost/opendocman/help.html#Rights_-_Modify) the file
* Only the IS department can [Read](http://localhost/opendocman/help.html#Rights_-_Read) the file
* Only the Bacti department has [View](http://localhost/opendocman/help.html#Rights_-_View) rights
* Anyone else is [Forbidden](http://localhost/opendocman/help.html#Rights_-_Forbidden)

After you select the [file location](http://localhost/opendocman/help.html#Add_File_-_File_Location) and [category](http://localhost/opendocman/help.html#Add_File_-_Category), do the following to set the file permissions to match above example:

1. By default, you are set with [admin](http://localhost/opendocman/help.html#Rights_-_Admin) permissions on your new file. See the "Specific Permissions Settings" section. You should see only your username selected under all but the [forbidden](http://localhost/opendocman/help.html#Rights_-_Forbidden) column.
2. In the [Department](http://localhost/opendocman/help.html#Add_File_-_Department) drop-down box, select your department from the dropdown.
3. Notice the radio toggle buttons below the Department box. These are used to set up each department with specific "department wide" permissions.
4. In the [Authority](http://localhost/opendocman/help.html#Add_File_-_Authority) section, click on the [Modify](http://localhost/opendocman/help.html#Rights_-_Modify) button. Your entire department is now set to be able to modify the file
5. In the department drop-down box, select the IS department
6. In the Authority section, click on [Read](http://localhost/opendocman/help.html#Rights_-_Read) . The entire IS department is now set to be able to read the file
7. In the department drop-down box, select the Bacti department
8. In the Authority section, click on the [View](http://localhost/opendocman/help.html#Rights_-_View) button. The entire Bacti department is now set to be able to view the file
9. In the department drop-down box, select "Default Setting for unset department"
10. In the Authority section, click on the [Forbidden](http://localhost/opendocman/help.html#Rights_-_Forbidden) . Any department not specifically set is now set to forbidden
11. Now click on the "Add document" button to submit your file

Note: There is also an "All departments" field, which you can use to set all the departments to the same, whether it be admin, read, view, etc..  
You may also notice as you are setting permissions that you can go "back" to another department, and the settings are retained.  
**Rights - Admin**  
This level of access means you can do anything to the file including downloading, updating, deleting, etc..  
  
**Rights - Modify**  
This level of access means you can update the file, but not remove it  
**Rights - Read**  
This level of access means you can   
  
**Rights - View**  
  
**Rights - Forbidden**  
This level of access means you may not have any access to the file whatsoever and will not see it in any lists, or searches.