

Manage Access to Files and Folders

If you have unrestricted edit authorization or if you are an owner, you can define whether the file or folder is public or private. Access to a private file or folder can be restricted to specific sales areas and employees.

Context

You can authorize other employees to access the file or the folder in **Manage Access**.

Users that have access to a parent folder can access all the subfolders and files within the folder. Users with such **Inherited Access** cannot be edited or deleted.

Note

- You cannot change the administration right (the **Owner** switch in **Manage Access**) for an employee with inherited access. In a case like this, you must add the employee explicitly for editing.
- You can configure access to files and folders when you upload or create them respectively.

For more information, see [Create Folders](#) and [Upload Files](#).

Inherited access can also be granted due to access control that has been configured by your administrator.

Procedure

1. Click ? (**More**) on the required file or the folder.
 2. Click **Manage Access**.
 3. Do one of the following:
 - To provide unrestricted access, switch on **Public**
 - To provide access to the restricted sales area or employee or both, do the following:
 - a. Switch off **Public**.
 - b. Click ? (**Edit**).
 - c. Do the following as required:
 - To restrict access to the required sales area, click **Sales Area** and ? (**Add**) the required **Sales Org**, **Distribution Channel**, and **Division**.
 - To restrict access to the required employees, click **Employee** and the **Search and Add** icon.
- To provide administration rights to the employee, switch on **Owner**.
- d. Click **Save**.