


Configure Library

Administrators can create file type filter categories and manage access restrictions for **Library**.

Create File Type Filter Category

Administrators must create file type categories for users to filter files.


Procedure

1. Go to **User Menu Settings All Settings Library File Type Filter Configuration**.
2. Click  (**Create**).

Note

The standard SAP system delivers file type filter categories without file types added to them. You can modify them with the required file types or delete them.

To add file types to a standard filter category, allow the file types at **Settings Data Administration MIME Types for Attachments** if they are not allowed. For more information, see [Define MIME Types for Attachments](#).

3. In the **Create File Type Filter Category** pane, enter **Title**.
4. Click the **Search and Add** icon to add the supported file types.
5. Click **Save**.
 - The new file type filter category gets added in **File Type Filter Categories**.
 - To delete a file type configuration, click  (**Delete**) in **File Type Filter Categories**.
 - You can also modify file types added to an existing file type filter category.
 - Switch off file type filter categories if you do not want them to appear in the **File Type** filter in **Library**.

Manage Access Restrictions

Administrators can provide users with restricted access to the library.

Context

With this access context, read and write access to folders and files can be restricted based on sales area and employee.

Sub folders inherit access restrictions of their parent folder. You can also set sub folders' access to **Private** and set restrictions that apply to only sub folders.

This access restriction also applies to attachments added from the library. Files added to the library and referenced in a business object, such as account, are visible to all under the **Attachments** section. However, unauthorized users cannot navigate to further details. Restricted documents are not listed in **Attachments**. Attachments from outside of the library are not subject to access restriction.

Procedure

Create a business role and add the business service **sap.crm.service.libraryService** and enable the apps **sap.crm.libraryservice.uiapp.libraryAdminApp** and **sap.crm.libraryservice.uiapp.libraryApp**.