Collaboration Folder Authorization Setup Guide

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Viewing the Folder Member List

To view a list of a collaboration folder’s members (authorization owners), perform the following:

1. Click the name of the folder on the left-hand side of the screen.
2. You may now review the list of authorization owning members on the right-hand side of the screen.
Editing a Member’s Authorization Settings

To edit the authorizations of a folder member:

1. Select the collaboration folder, the member of which you wish to update authorizations for.

2. Select the relevant member by highlighting his or her entry in the list (by clicking its checkbox). The member’s authorizations are presented in the Current Authorization column.

3. To change the authorizations, click the relevant button in the Update Authorization to column.

4. The following notification on the update order having been submitted will appear in the top left-hand corner of the screen. Note that the new authorization level will not be shown immediately, and will only refresh on completion of the approval process.
Adding a Member

To add folder members:

1. Select the collaboration folder you wish to add members to.

2. Enter the name of the member being added.

3. Select the authorization level you wish to grant the new member.

4. Click **Register User** to add the member. The new member’s entry will be added with the initial status **Registering**, which will ultimately change to **Registered** on completion of the approval process.
Deleting a Member
To delete a folder member:

1. Select the collaboration folder, a member of which you wish to delete.
2. Select the member to be deleted by highlighting his or her entry (by clicking the relevant checkbox), and click **Remove** on the highlighted entry.

3. On display of the following dialog, click **OK**.

4. The following notification on the deletion order having been submitted will appear in the top left-hand corner of the screen.

Note that member deletion is not instantaneous, and the deleted member’s entry will remain on the list at first. Its status will change from **Registered** to **Deleting**, and the entry will permanently be removed on completion of the approval process.
Simultaneously Deleting Multiple Members

To delete a number of folder members at once:

1. Select the collaboration folder, the members of which you wish to delete.
2. Select the members for deletion by highlighting their lines (by clicking their relevant checkboxes), and click Remove Marked Users.
3. On display of the following dialog, click OK.

4. The following notification on the deletion order having been submitted will appear in the top left-hand corner of the screen.

Note that deletion of the members is not instantaneous, and the deleted members’ entries will remain on the list at first. Their status will change from Registered to Deleting, and the entries will permanently be removed on completion of the approval process.
Deleting a Folder

Perform the following steps to delete a collaboration folder:

1. Select the folder you wish to delete.

2. Delete all the members of the folder, aside from its owner (see Simultaneously Deleting Multiple Members). As stated, deletion of the members is not instantaneous, and deleted member entries will at first remain on the list. Their status will change from Registered to Deleting, and only on completion of the approval process, updating of the status of all deleted member entries to Deleted, and removal of these entries can the process continue.

3. Click Delete this Collaboration.

4. On display of the following dialog, click OK.

The folder’s status will change to Deleting in the Status column. It will change to Deleted on completion of the approval process, and the folder will no longer appear.
Replacing a Folder’s Owner

To replace a folder’s owner:

1. Select the collaboration folder, the owner of which you wish to replace.

2. Ensure that the new owner appear on the folder’s member list. If not, add the owner (see Adding a Member).

3. Select the member you wish to appoint as the folder’s new owner (by clicking the relevant entry’s checkbox), and click **Replace the owner of this collaboration**.

4. You’ll be presented with the following notification on the folder owner replacement order having been submitted, and the replacement will be completed on conclusion of the approval process.