

## Rights management

Guilhem VERGON - 2025-02-06 - Configuration and administrator monitoring

# Rights management

For rights management, there are simple and advanced modes.





Both modes can be picked for every folder, simple mode is faster while advanced mode allows more precise management.

**READ, MODIFY** and **INVITE** = [Browse, Consult, Download] + [Add, Edit, Delete] + Invite

For every folder you can set proper rights for users or groups.

## How to manage rights on folders ?

To grant rights on a folder :








- **Go to your NetExplorer platform**, spot your folder.
- Right-click on it and select "**Details**"
- On the right of the screen you can see the timeline of the folder, spot the name and click on the symbol  to access **Administrator options**.
- Sélectionnez **Manage access rights**.
- Click button 
- Spot user or group then click on  and then 
- Add rights by ticking the boxes you want to set (e.g. read, edit, delete...).
- **Click "SAVE" to confirm** modifications.

## What are the rights for simple mode ?

- **Read** : See documents, read content, read folder content and download files and folders.

- **Edit** : Edit documents (rename, delete), create files or folders, edit them, copy/paste or drag'n'drop files or folders.
- **Invite**: Allows to invite internal or external people (depends of configuration set by admin).

## What are the rights for advanced mode ?

-  **Browse** : Allows navigation in folders, useful to regroup folders without break in the folder tree. Careful, these rights do not duplicate on children folders.
-  **Consult** : See documents in folders and open preview, do not allows to download.
-  **Download**: Download children elements of folder (including children folders).
-  **Add**: Create folders or document in a folder, or add an external one. This right does not allow to modify existing documents.
-  **Modify** : Modify documents or folders.
-  **Delete**: Delete documents or versions, or a folder.
-  **Invite**: Invite internal or external people in folder.

To **copy/paste** a folder, you need to have at least the 4 first rights ticked in your right's line : **browse, read, download, add**.

Platform software creates a new folder with the same rights than the copied one, then add inner elements one by one.


If you don't have the right to **Add**, then you will get an error message "**Insufficient rights**"

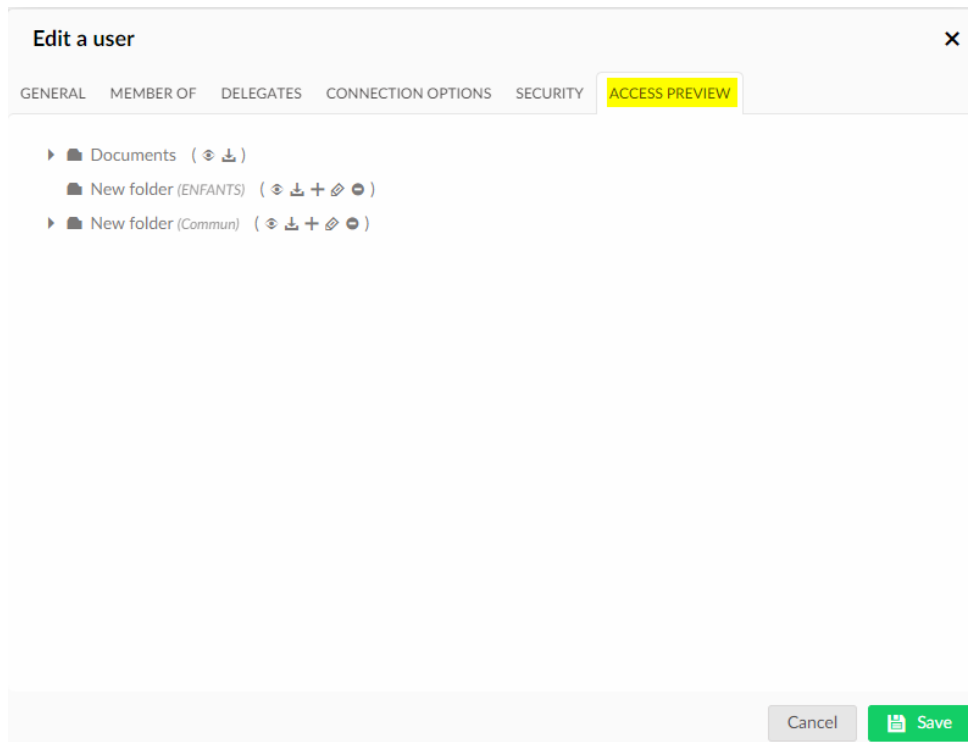
According to the action you wish to make on a file, its parent folder must have the following rights ticked :

- **browse, read, download, add** : copy/paste document
- **brows, read, download, add and modify** : to modify document

## Control rights of users

To control rights of users in the blink of an eye :

- **Go to your NetExplorer platform**, then in **platform management**, go to **Users tab**.
- Spot the user and click on 
- In user details, select tab **ACCESS PREVIEW**.
- The filetree displays and you can see between commas (X) the rights applied for every folder where he/she has rights, according to symbols of the advanced rights management.



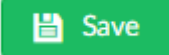
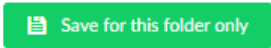
This part is very handy when you need to check previously granted rights.

## Save modifications in recursive or non-recursive way

When you modify rights on folders, you can do so :

- **recursive** : modifications will be applied for children folders and files (below in filetree)
- **non-recursive** : modifications will be applied for current folder only.

You can save :

- recursive : click the button 
- non recursive : click the down arrow then 

The changes will NOT be applied to sub-folders.

## Notes

A user can combine rights he/she has personally and through groups.

→ A user inherits rights from a group, and will cumulate with personal rights, but **user rights always prevail over group rights**.

As an example :

EMCINTOSH belongs to the SALES SERVICE group, but he's not allowed to browse this folder or to do specific actions. By adding a personal right to this folder, and unchecking boxes, his rights will be restrained.

Define the access settings for this folder

Documents/COMMERCE/Plaquette en fabrication/ 0 B Advanced mode  + Add

USER OR GROUP ^	INVITATION	↑	👁	↓	+	📄	🗑	↶	ACTIONS	⋮
Administrateurs 2 Members		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
SALES SERVICE 3 Members	by Nicolas Arbouin	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
EMCINTOSH	by Nicolas Arbouin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Display entries 1 to 3 of 3 10 entries by page PREVIOUS 1 NEXT

Cancel Save

On the opposite, if a user has to get more rights than its group grants him/her, you can add a personal line of rights and tick more boxes than the group owns.

## Define the access settings for this folder



Documents/COMMERCE/Proposition commerciale/ 12.8 MB

Advanced mode

[+ Add](#)

USER OR GROUP ▲	INVITATION	↑	👁	↓	+	📄	🗑	↶	ACTIONS	⋮
Administrateurs 2 Members		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
SALES SERVICE 3 Members	by Nicolas Arbouin	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
EMCINTOSH	by Nicolas Arbouin	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		

Display entries 1 to 3 of 3

PREVIOUS **1** NEXT

Cancel

Save