Assigning Note Permissions

Overview

When sharing a note within a workspace, the note owner can assign permissions to share or publish the note as follows:

Full: A user with Full permission can:

- Share or un-share the note.

- Publish or un-publish the note.

- Change the permissions assigned to other users associated with the note.

- Update the note controls (http://docs.mithi.com/home/dlp-data-loss-prevention-advanced-security-documents-ideolve#note-level-controls%C2%A0).

Share/Unshare: A user with Share/Unshare permission can only share or un-share the note.

Shareonly: A user with Shareonly permissions can only share the note.

Default: A user with Default permissions has no rights to share, un-share, publish, unpublished the note. The user also has no right to change the permissions of other users associated with the note.

Updating permissions

To change the permissions, do the following:

1. Select a note, the note will appear in the Note view.

2. From the menu in the Note header, select **Share**.

3. The list of users with whom the note is shared will appear.

4. Click on a name.

5. In the **Permission** pop-up box, select the permission to be given to the user.