

# Manage note level controls for secure document integrity



## List of Controls

- **Export note:** Users associated with the note are allowed to export the note content
- **Create comments:** Users associated with the note are allowed to post comments.
- **Edit comment:** Users associated with the note are allowed to edit the comments posted by them.
- **Delete comment:** Users associated with the note are allowed to delete the comment posted by them.
- **Copy content:** Users with whom the note is shared and the viewers of a published note are allowed to copy the content of the note and the comments.
- **Download files:** Users associated with the note are allowed to download the attached files.
- **Download files when the note is published:** Viewers of the published note are allowed to download attachments

## Changing controls of a note

1. **Login to Ideolve** (<https://docs.mithi.com/home/how-to-log-in-to-ideolve>)
2. Select a note created by you.
3. In the **Note View**, click on the **Admin Controls** icon in the top right corner.
4. Go to the **Controls** tab.
5. Update the settings.
6. Click on **Save**.

## Adding exceptions within a note

1. Login to Ideolve. (<https://docs.mithi.com/home/how-to-log-in-to-ideolve>)
2. Select a note created by you.
3. In the **Note View**, click on the **Admin Controls** icon in the top right corner.

4. Go to the **User Exceptions** tab.
5. Click on the **Add** button.
6. Click on **Select policy holder** and start typing the display name of the user. The system shows you all the users matching your text. Select the user from the drop-down list.
7. Click on the **tick mark** next to the display name.
8. The name gets entered into the exception list.
9. Hover over the newly added user and click on **Edit**.
10. Update the settings.
11. Click on **Save**.

## Examples of Note Controls

If you are the workspace owner and want to ensure that no one can export any note in the workspace, then set the workspace default for **Export Notes** as **Off**.

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