USER GUIDE

VESA: SECURITY ACCESS BASICS

Four rights, six combinations — **the access levels that decide who can view, edit, share, and administer** *every document in NetDocuments.*

ACCESS LEVELS AT A GLANCE

Every document, folder, Saved Search, or CollabSpace uses one of six security attribute combinations, built from four rights: View, Edit, Share, and Administer.

VESA	View, Edit, Share, and Administer
VES	View, Edit, and Share
VE	View and Edit
VS	View and Share
V	View only
N	No Access

VIEW (V)

A USER CAN:

- View a document, folder, Saved Search, discussion, or workspace in a Cabinet or CollabSpace — in the application or with the Viewer.
- Download a copy of a document.
- Add documents to a cabinet.

A USER CANNOT:

- Edit a document or a document's profile.
- Place items into a folder.

External users: a View-only external user cannot copy or email a document from NetDocuments, but can still use Email Link to share access — unless the Cabinet Administrator has disabled that option.

ADMINISTER (A)

A USER CAN:

- Delete a document, CollabSpace, or folder.
- Delete a version of a document.
- Force the check-in of a document.
- Add people to the Access List.
- Change the rights of users already on the Access List.
- Remove other users from the Access List of a document, workspace, or CollabSpace.
- Rename a folder.

EDIT (E)

A USER CAN:

- Modify the contents of documents in a Cabinet.
- Create or modify versions of a document.
- Edit a document's profile, including renaming it.
- Add new documents (not subfolders) into a folder.
- Remove (unfile) documents from a folder.
- Add a Saved Search.

A USER CANNOT:

- Rename a folder.
- Create a subfolder.

External users: Edit alone isn't enough to see history — an external user needs both Edit **and** Share to view the History of a CollabSpace or document.

SHARE (S)

A USER CAN:

- Share a document in a Cabinet with other users of that Cabinet — adding people to the access list, but not removing anyone or modifying access others have already granted.
- Share a CollabSpace with other users, inside or outside the Cabinet.
- Add users to the access list, up to but not exceeding their own access level.

A user needs **both Edit and Share** on a folder to create a subfolder. An external user with Edit and Share can see a document or CollabSpace's History; an external user needs Share rights just to see the Access List at all.

NO ACCESS (N)

A USER CANNOT:

- View a document, CollabSpace, folder, or anything else it applies to.

One user may see several documents in a folder while another sees only one, or none at all — it depends on each person's rights. The exception is Cabinet Administrators: they have VSA access to everything.

Need the full picture? See NetDocuments' "Security (Access) Basics" article in the NetDocuments Help Center for additional detail beyond this quick reference.

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