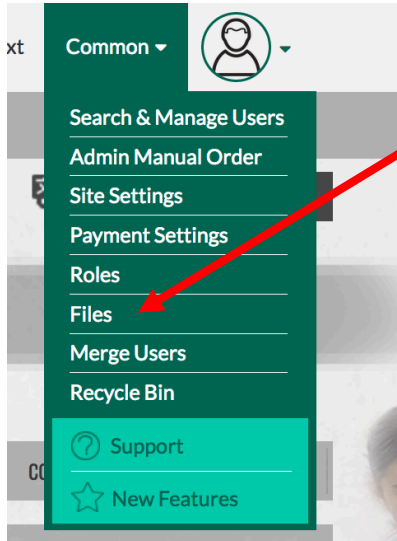


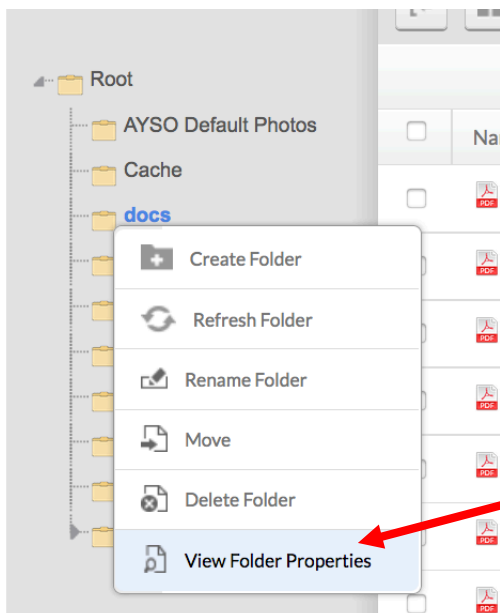
Granting Permissions to View and Upload Files

By default, the Website Admin does not have the permissions to upload files. Here we will show how to grant a specific user, or a “Role” permissions to upload files.

From the “Common” Admin menu, select “Files”




This brings up the files dialog. Right click (control-click) the folder you want to grant permissions to and select “View Folder Permissions”. In this case, we are granting permissions to the ‘docs’ folder.






Granting Permissions to View and Upload Files


When the “docs Folder Info” window pops up, select the “Permissions” Tab. You will see a screen similar to that below. Here you can grant any of the roles the upload (or Write to Folder) permission. It is important that for any role you want to allow upload, that you grant them all three permissions, or they could lose the ability to actually open or browse for the file.



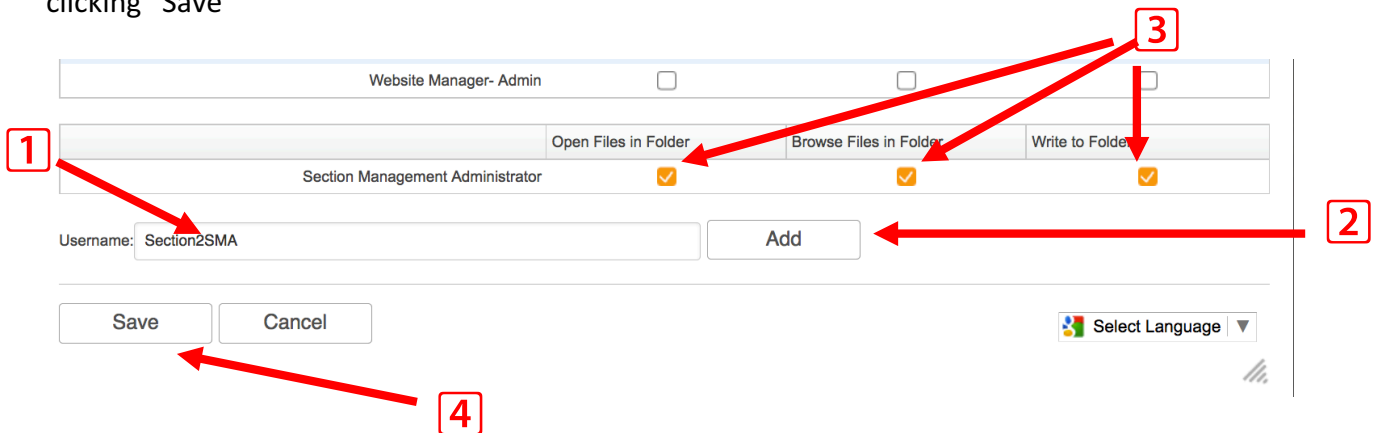
docs Folder Info

GeneralPermissions

	Open Files in Folder	Browse Files in Folder	Write to Folder
Administrators			
All Users	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Assistant Regional Commissioner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Billing Reports- Admin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Child And Volunteer Protection Advocate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coach Administrator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Division Coordinator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Newsletters-Admin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Order Management- Admin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Programs- Admin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quick Search- Admin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Regional Commissioner	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Registered Users	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Registrar	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reports- Admin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Scheduler- Admin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Scores- Admin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



If you scroll to the bottom of the screen, you can add a specific user access by first typing their username, clicking Add, then granting them access by clicking the three check boxes and finally clicking “Save”



The screenshot shows the bottom portion of the permissions table. A red arrow labeled '1' points to the 'Section Management Administrator' row. A red arrow labeled '2' points to the 'Add' button. A red arrow labeled '3' points to the three permission checkboxes (Open Files in Folder, Browse Files in Folder, Write to Folder) for the 'Section Management Administrator' row. A red arrow labeled '4' points to the 'Save' button.

That “Role” or user now have permission to upload files.