



How to set rights

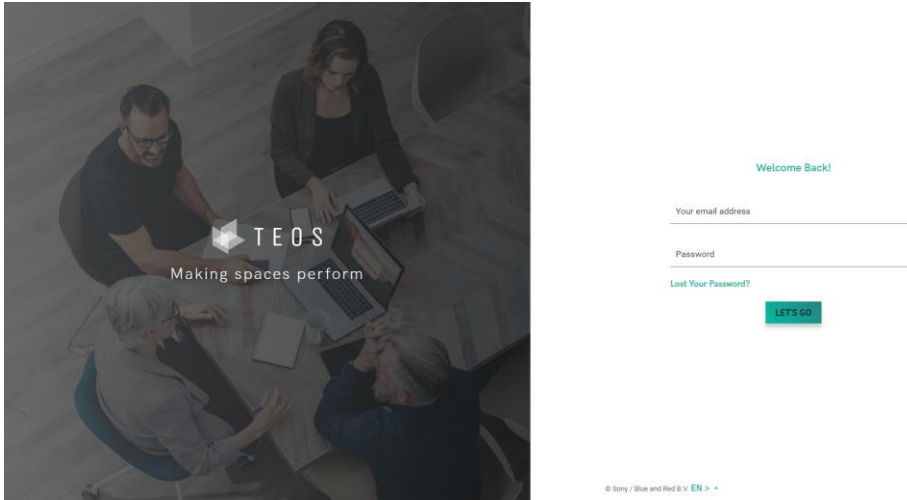
Description

This guide explains how to set rights within TEOS.

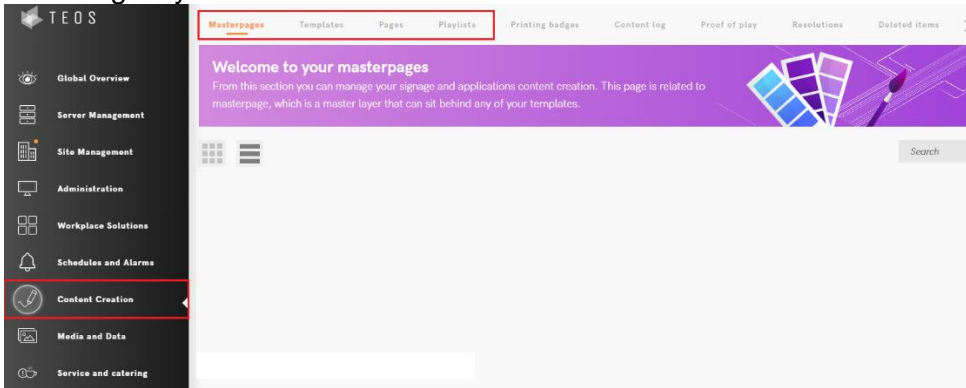
Requirements

- Manage for TEOS
- Administrator access to TEOS Manage

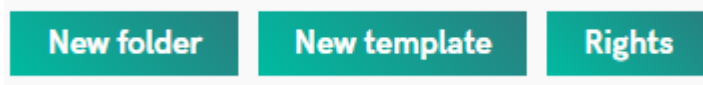
1. Open the TEOS web interface and login with an administrator user.



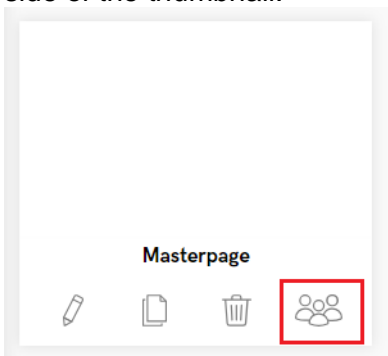
2. Go to 'Content Creation' and select the tab (Templates, pages, playlist, etc.) depending on the rights you want to set.



3. On the root of every tab you will find the 'Rights' button on the top right side.



For each masterpage, template, page or folder you will find the 'Rights' on the bottom side of the thumbnail:



4. To configure rights, you have two options:
 1. Setting rights for specific content or a folder
 2. Setting rights for a folder and everything included in the folder.

This option is called 'Apply rights changes to subfolders and files as well'. To use this option, please check the box before changing the rights.

Templates root X

Apply rights changes to subfolders and files as well

Group rights	View	Edit	Delete	Deny
AVmanager	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CommunicationManager	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ContentCreator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FacilityManager	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ITmanager	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PowerUser	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5. For rights we have different options which can be set for users and user groups. In case the rights are set for the user group, all users within this group will receive these rights.

1.View

This right will allow the user to see certain content or folders.

2.Edit

This right will give the user the ability to adjust the content, change the name of content or folders and add content.

3.Delete

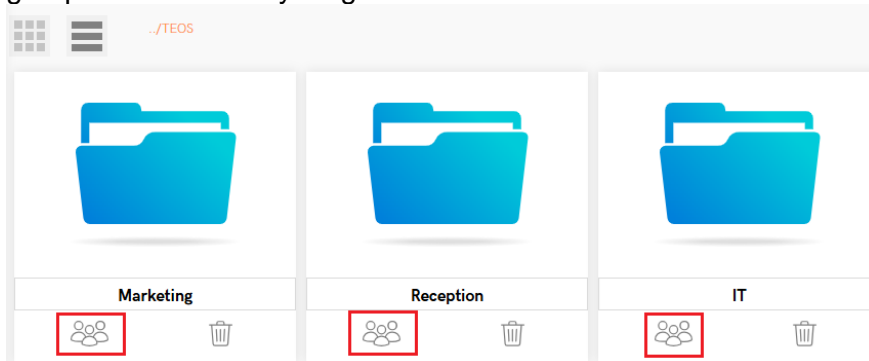
This right will allow the user to delete the content or folder on which they have delete rights.

4.Deny

This right will give the user no rights to the content or folder on which this option is set. This means that the user cannot see, delete or edit the content or folder.

- With the rights structure, you will be able to create folders or content which can only be used by a specific user or user group.

If a specific department or location has their own folder you can grant an user or user group access to everything inside this folder.



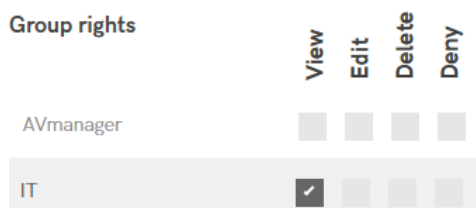
For example:

We have a folder in the root called 'TEOS', inside this folder are three subfolders: Marketing, Reception and IT.

You do not want IT to access 'Marketing' and 'Reception' but only 'IT'

In such a case you grant the users or user role 'IT' access to the root folder 'TEOS', with only 'view' permissions.

Apply rights changes to subfolders and files as well



For the folder 'IT' you set view, edit and delete permissions for the IT users of the user role 'IT'.

Important is that you enable the option 'Apply rights changes to subfolders and files as well' before setting the permissions.

IT

Apply rights changes to subfolders and files as well



This way the IT department will only have access to all files in the IT folder. You have now successfully set rights within TEOS.

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For more information
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