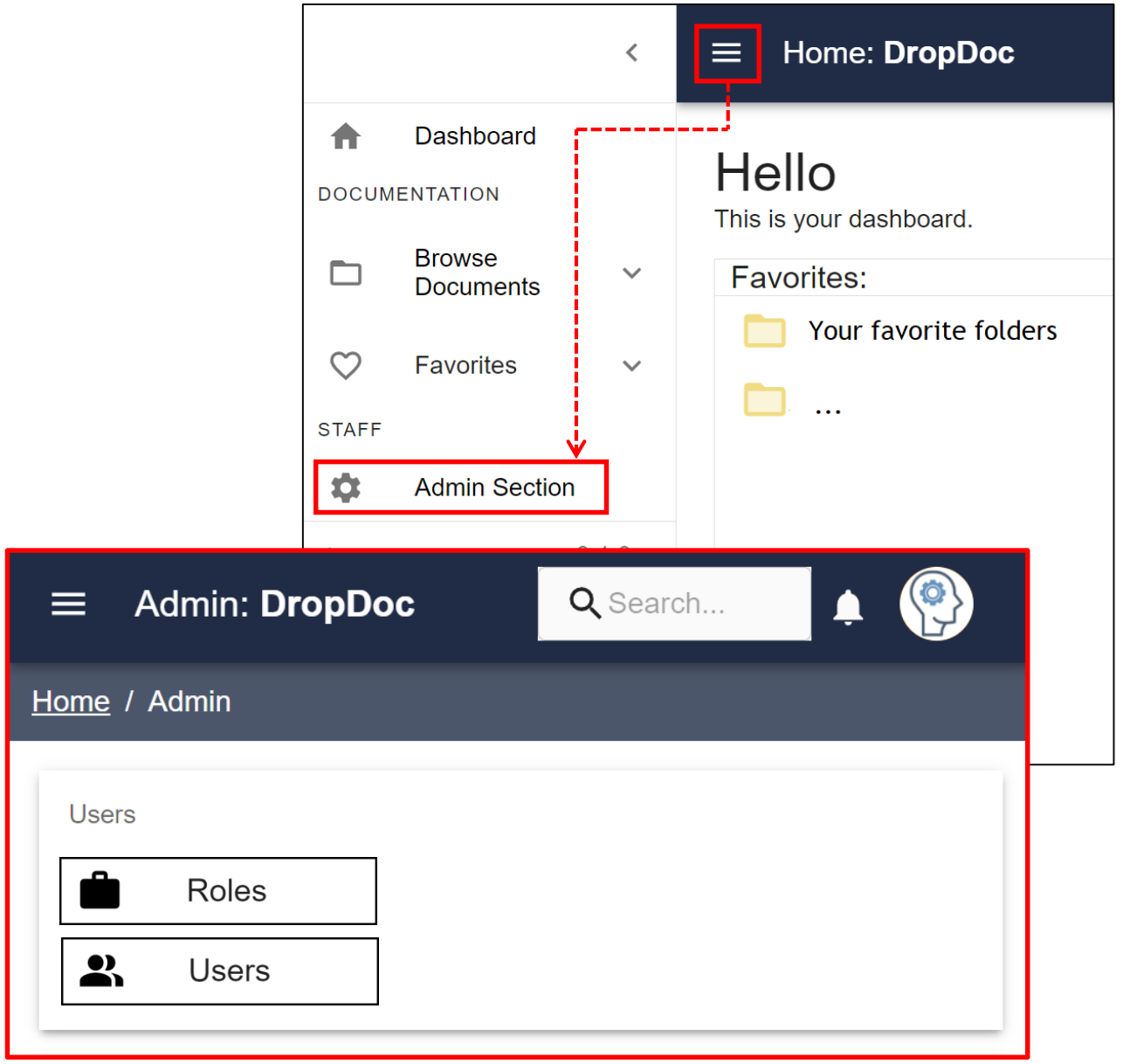


Admins, Users & Roles

User oversight & management

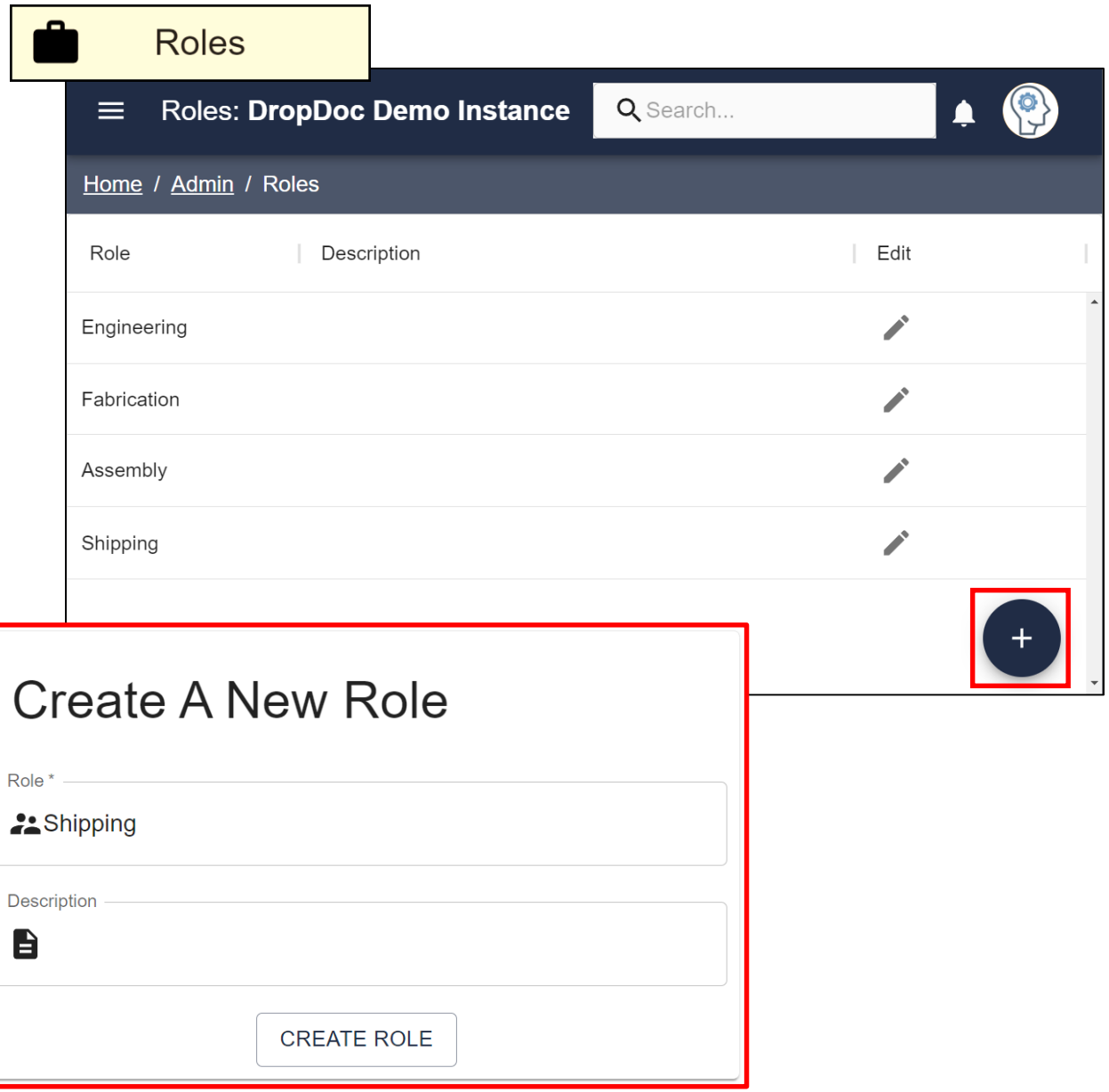
Admin Privileges

- Managing Roles
- Inviting Users
- Granting permissions to Roles & Users
- Creating more Admins



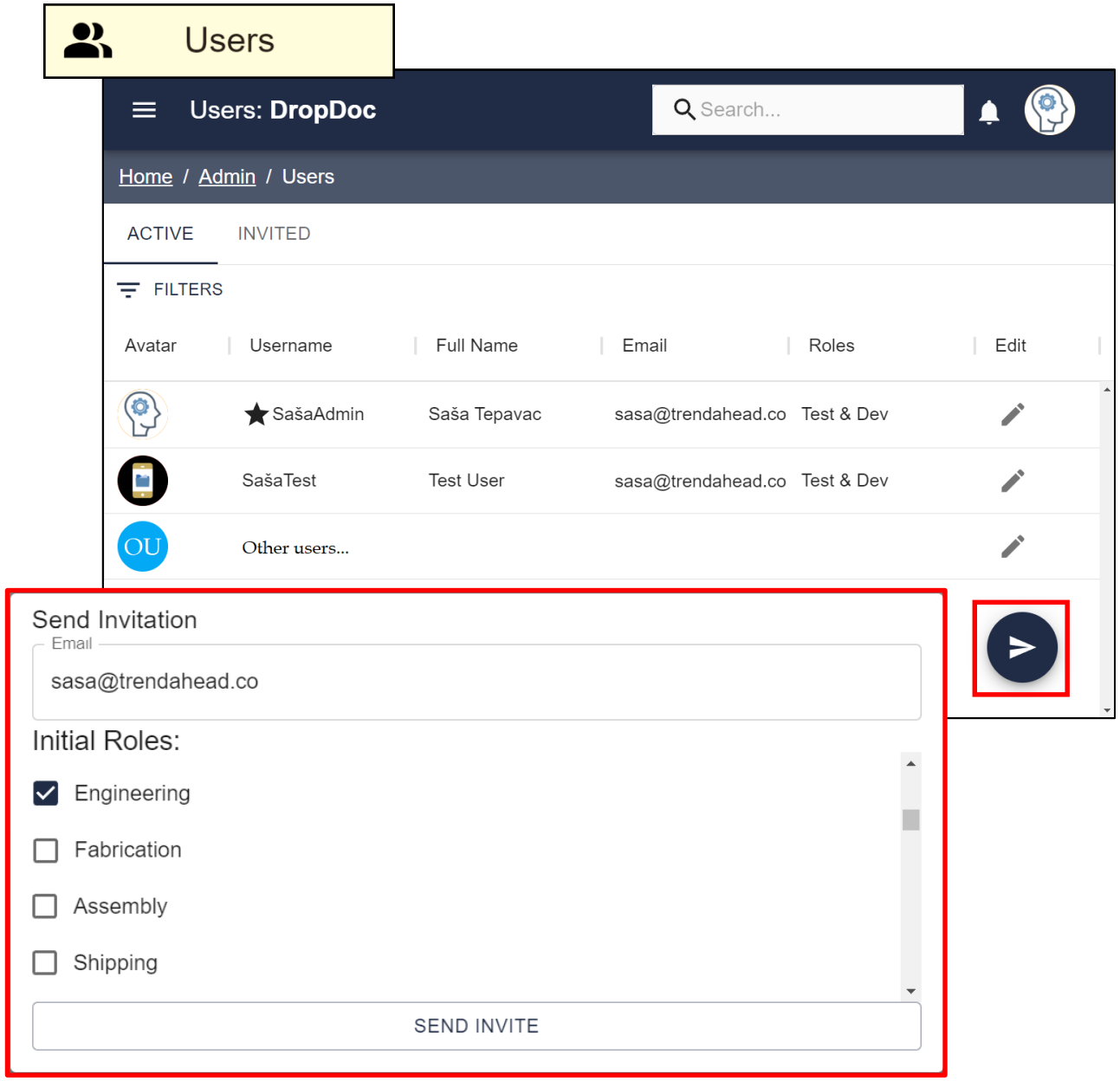
Managing Roles

- The Roles menu in the Admin section can be used to create & edit Roles.



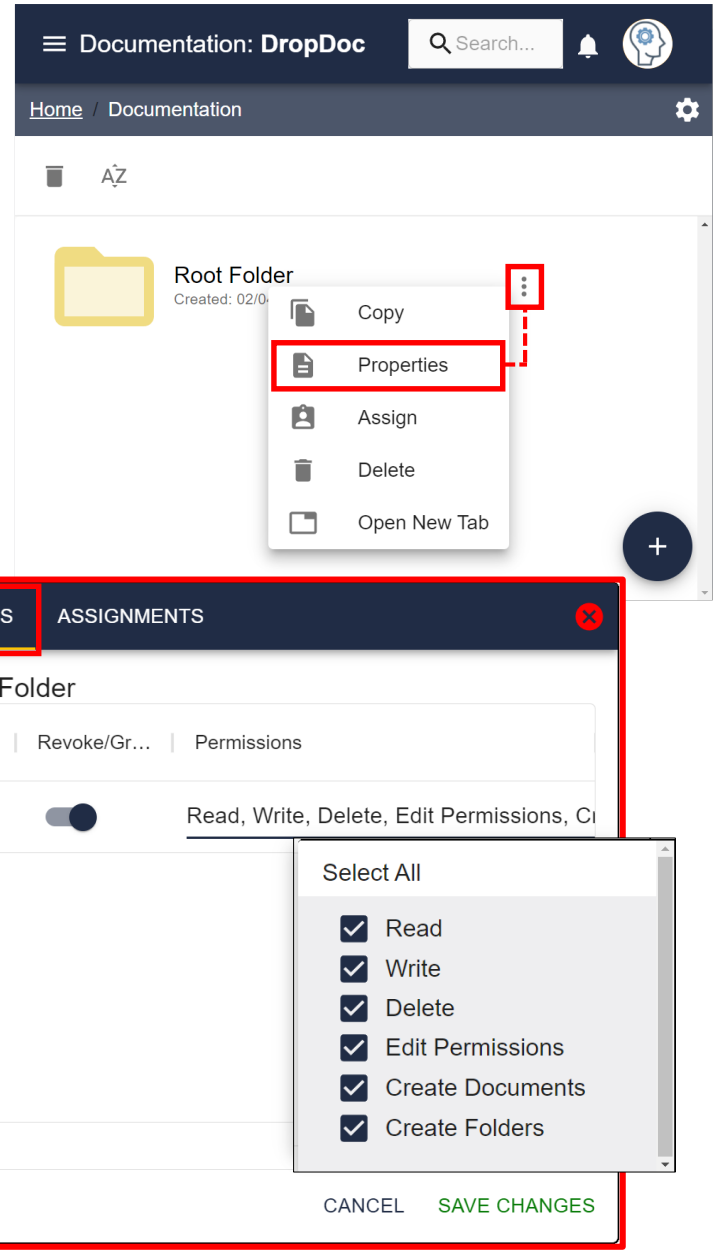
Inviting Users

- The Users menu in the Admin section can be used to invite Users and assign them to Roles.



Setting Up Permissions

- Permission types can be granted to Roles or Users for any folder or file type.
- Structuring Permissions around Roles, rather than Users is strongly recommended.
- Permissions can be stacked, and the ones lower on the list supersede the ones above.



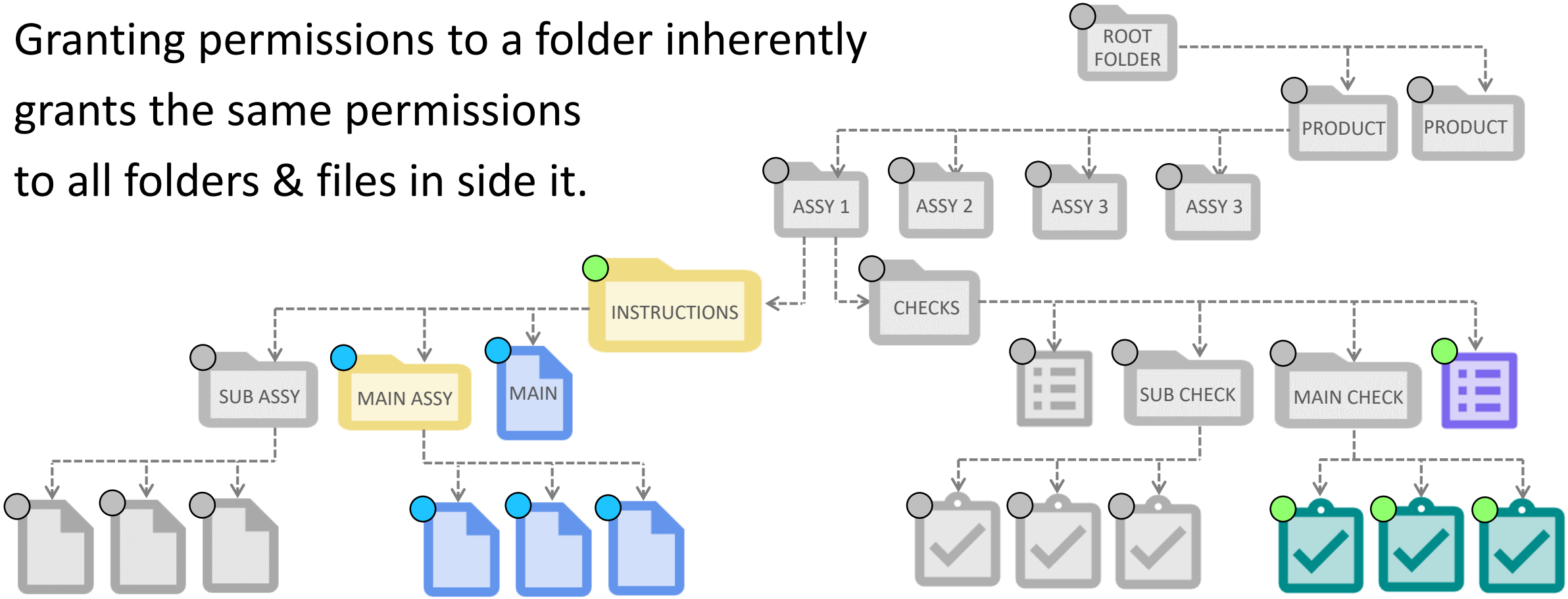
Access Mechanics

No permission - Not Visible

Granted permission

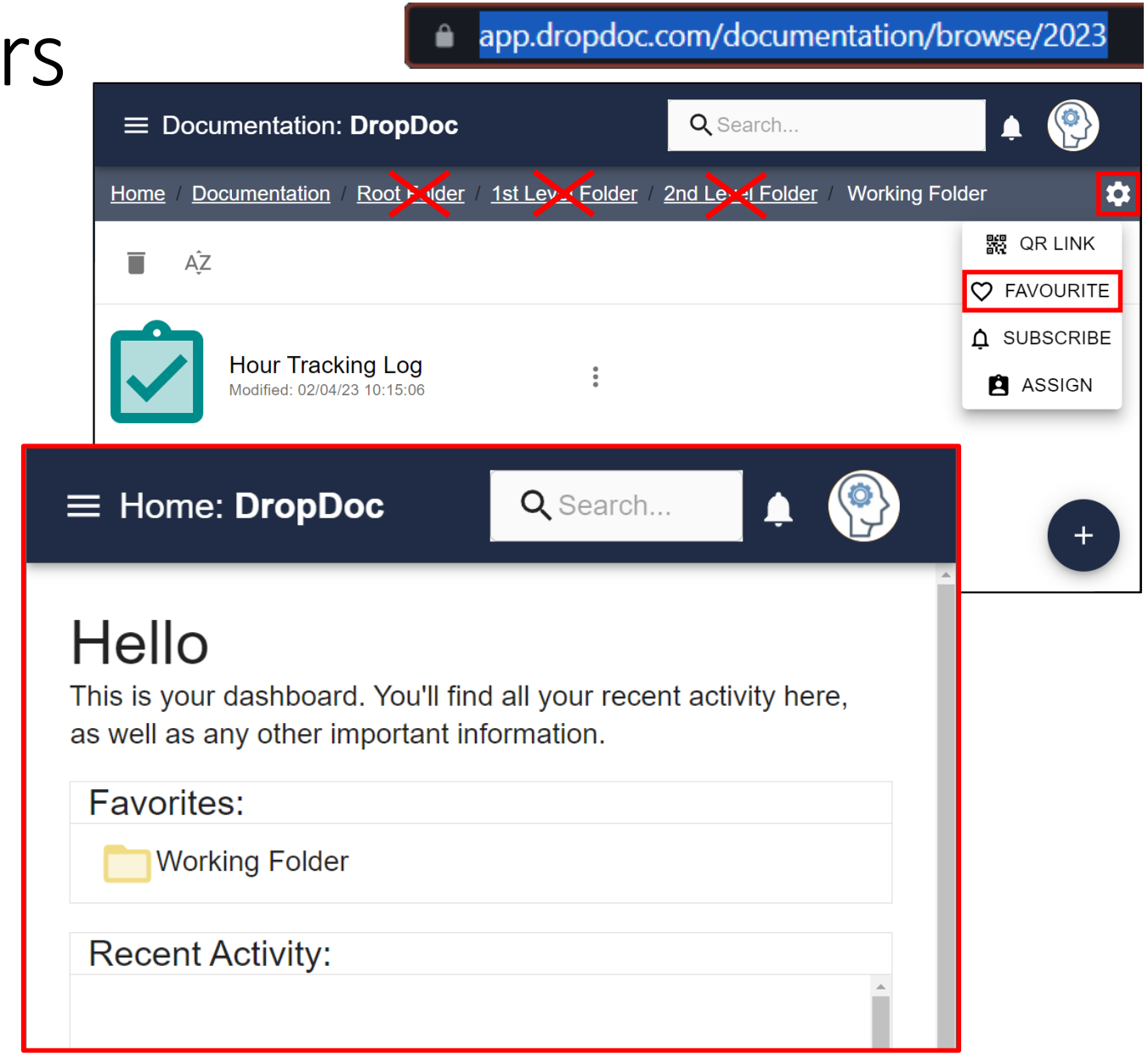
Inherent permission

- By default, Users & Roles don't have any access.
- Granting permissions to a folder inherently grants the same permissions to all folders & files in side it.



Sharing Files & Folders

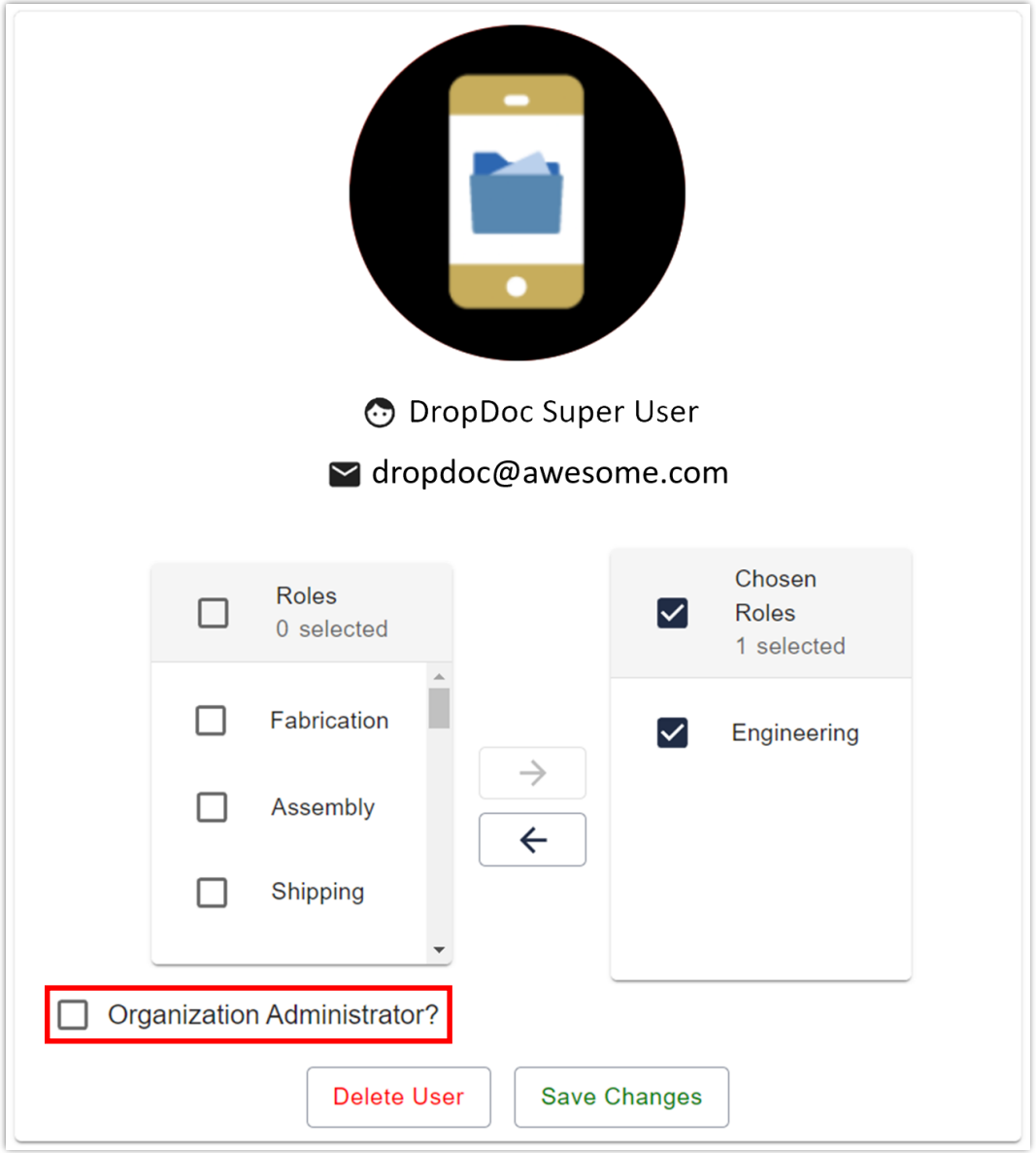
- Without access to parent folders, Users can reach folders & files using hyperlinks in Presentations, QR codes, or using email.
- Users can then favorite the shared docs to make them available on their home dashboard.



Creating a New Admins

- Admins can access & do anything, so they should be limited to disciplined managers with clear direction on folder & file management policy.

- When editing a User, an Admin can check the ☑ Organization Administrator? option to create another Admin.





Congrats on leveling up your DropDoc toolkit!