Manage an Organization

1. To manage any organization, folder, plan or event, hover your cursor over the Admin menu and select System Management.

Corporate	GIS	Admin Help System Management	Vital Signs
Corporate		Lock Management Referential Data	
Q		Custom Fields Relationship Mapping	

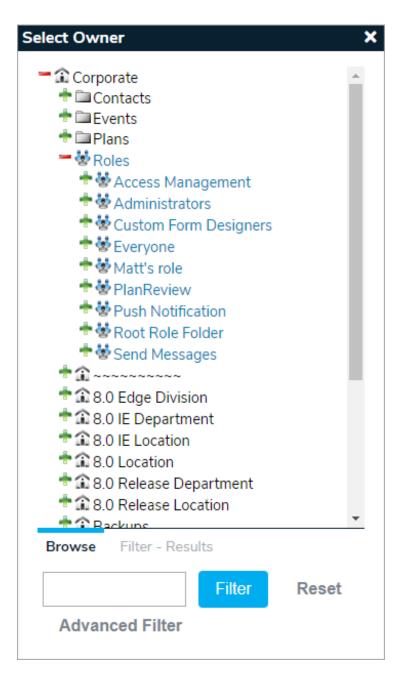
- 2. Select the item from the Structure box on the left portion of the screen.
- 3. On the right side of the screen, you will notice three boxes: Folder Details, Security Details, and Ownership Details.

Contacts Documents Events Forms Messages News Plans Reports Resources % Roles 8.0 Edge Division % 8.0 Edge Division % 8.0 Edge Division % 8.0 IE Department % 8.0 IE Department % 8.0 Release Department <th>cture</th> <th>Organization De</th> <th>tails</th> <th></th> <th></th> <th></th> <th></th>	cture	Organization De	tails						
□ Documents □ Documents □ Events □ Forms □ Messages □ News □ Plans □ Reports □ Resources ③ Roles □ Status Changes: □ Plans □ Reports □ Resources ③ Roles □ Status Changes: □ Status Changes: □ Department □ Backups □ Business Group □ DD □ Enterprise DR Exercise □ KWP □ WF Sample □ WF Sample □ Ztesters	Corporate	Tial	0	7					
Events Forms Messages News Plans Reports Resources Roles 8.0 Edge Division 8.0 Edge Division 8.0 IE Department 8.0 IE Department 8.0 Release Department 8.0 Release Department 8.0 Release Location 8.0 Release Location Backups Business Group DD Enterprise Data Enterprise DR Exercise KW NYDOH SMS Testing WF Sample 2 Ztesters		1100	Corporate						
Forms Messages News Plans Reports Resources % Roles 8.0 Edge Division % 8.0 Release Department % 8.0 Release Location % 8.0 Release Location % 8.0 Release Interprise Data Enterprise Data © Enterprise DR Exercise % KW % NYDOH % SMS Testing % WF Sample % Access Management % Access Management % Access Management	Events	Туре	e: Corporate 🔻						
Messages News Plans Reports Resources % Roles 8.0 Edge Division % 8.0 ED pepartment % 8.0 EL Location % 8.0 Release Department % 8.0 Release Location % 8.0 Release Department % 8.0 Release Department % 8.0 Release Location % 8.0 Release Location % 8.0 Release Department % 9.0 Release Department % 9.0 Release Department % 100 Release Department	+ D Forms	Paren	Parent: 2						
Plans Reports Resources Roles 8.0 Edge Division 8.0 Edge Division 8.0 IE Department 8.0 IE Location 8.0 Release Department 8.0 Release Location 8.0 Release Location 8.0 Release Location Backups Backups Baskups Backups Enterprise Data Enterprise DR Exercise KW NYDOH SMS Testing WF Sample Ztesters									
Reports Resources Roles So Edge Division 8.0 IE Department 8.0 IE Location 8.0 Release Department 8.0 Release Department 8.0 Release Location 8.0 Release Location Backups Business Group DD Enterprise Data Enterprise DR Exercise KW NYDOH SMS Testing WF Sample Ztesters		Status Changes	Updates Automatically with Eve	nts 🔻					
Resources Roles 8.0 Edge Division 8.0 IE Department 8.0 IE Location 8.0 Release Department 8.0 Release Location 8.0 Release Location 8.0 Release Location Backups Business Group DD Enterprise Data Enterprise DR Exercise KW NYDOH SMS Testing WF Sample Ztesters									
² 8.0 Edge Division ² 8.0 IE Department ⁸ .0 IE Location ⁸ .0 Release Department ⁸ .0 Release Department ⁸ .0 Release Location ⁸ .0 Location ⁸ .0 Release Location ⁸ .0 Release Department ⁸ .0 Release Department ⁸ .0 Release Department	+ Besources	Save	Cancel						
[•] 8.0 IE Department [•] Security Details [•] 8.0 IE Location [•] 8.0 Location [•] 8.0 Release Department [•] 8.0 Release Location [•] Backups [•] Read [•] Backups [•] Admin Account (admin) [•] DD [•] Permissions: [•] Enterprise Data [•] 0 [•] Enterprise DR Exercise [•] 0 [•] KW [•] 0 [•] NYDOH [•] Administrators [•] 0 [•] XVF Sample [•] Xecses Management [•] 0									
Security Details Security Details Security Details Security Details Security Details Security Details Permissions: Name Read Write Admin Delete Backups Admin Account (admin) Image: Composition of the security of t									
² 8.0 Location ² 8.0 Release Department ⁸ 8.0 Release Location ⁸ 8.0 Release Location ⁸ Read ^W Mrite ^A dmin ^D Delete ⁸ Backups ⁸ Backups ^A ddmin Account (admin) ⁰		Security Details							
Name Read Write Admin Delete Backups Backups Admin Account (admin) Image: Constraint of the second									
Name Read Write Admin Delete Backups Backups Admin Account (admin) Image: Constraint of the second secon		Permissions:							
Admin Account (admin) Image: Constraint of the second	* î 8.0 Release Location		Name	Read	Write	Admin	Delete		
Image: Domain of the second		-							
Image: Second			L Admin Account (admin)	\bigcirc	\bigcirc	۲	•		
Enterprise DR Exercise <h> KW</h>				۲	0	0	•		
• KW • NYDOH • SMS Testing • WF Sample • Ztesters • Construction of the second se	† î DD						-		
SMS Testing WF Sample Ztesters	🕆 î DD 🕆 î Enterprise Data	-					•		
WF Sample Access Management	† î DD	-		0	۲				
		-	2	Ŭ		-	•		
	 DD Enterprise Data Enterprise DR Exercise KW NYDOH SMS Testing 	-	Administrators	0	0	۲	-		
	 DD Enterprise Data Enterprise DR Exercise KW NYDOH SMS Testing WF Sample 	-	Administrators	0	0	۲	-		
	 DD Enterprise Data Enterprise DR Exercise KW NYDOH SMS Testing WF Sample Ztesters 		Administrators Access Management	0	0	۲	-		
		-	Administrators	0	0	۲	-		
Nurse Filter Besults	DD Control		Administrators Access Management	0	0	۲	-		
owse Filter - Results Ownership Details	 DD Enterprise Data Enterprise DR Exercise KW NYDOH SMS Testing WF Sample Ztesters Constant Sample 	A	Administrators Access Management	0	0	۲	-		
Ownership Details	DD Enterprise Data Enterprise DR Exercise KW NYDOH SMS Testing WF Sample Ztesters Filter - Results	Ownership Deta	Administrators Access Management	0	0	۲	-		
Ownership Details	DD DD Enterprise Data Enterprise DR Exercise KW NYDOH SMS Testing WF Sample Ztesters Covered Statement Filter - Results	Ownership Deta	Administrators Access Management Access Management	0	0	۲	-		

- 4. In the Folder Details, you can change the Title or Parent of the folder. Be sure to Save any changes.
- 5. The next box includes the Security Details. By default, all items are set to inherit security permissions from its parent. To customize security for this specific organization, uncheck "Inherit Security from Parent".
- 6. To change permissions for select groups, select Security Roles/Users that you wish to grant specific rights to. To add a new user, select "Add New" and choose the appropriate Role/User and choose one of three rights: Read, Write, or Admin. See the Permissions article for more information.

Permissions:		Name	Read	Write	Admin	Delete
	4	Admin Account (admin)	0	0	۲	•
	4		۲	0	0	•
	4		0	۲	0	•
	*	Administrators	0	0	۲	•
	*	Access Management	0	۲	0	•

7. You can also select an owner in the Ownership Details box.



Note: When an Owner is assigned to an organization, folder or Global AlertLink object (News, Documents, Contacts, Plans, Resources, Reports-see Properties tab), they are granted Write permission to that object.