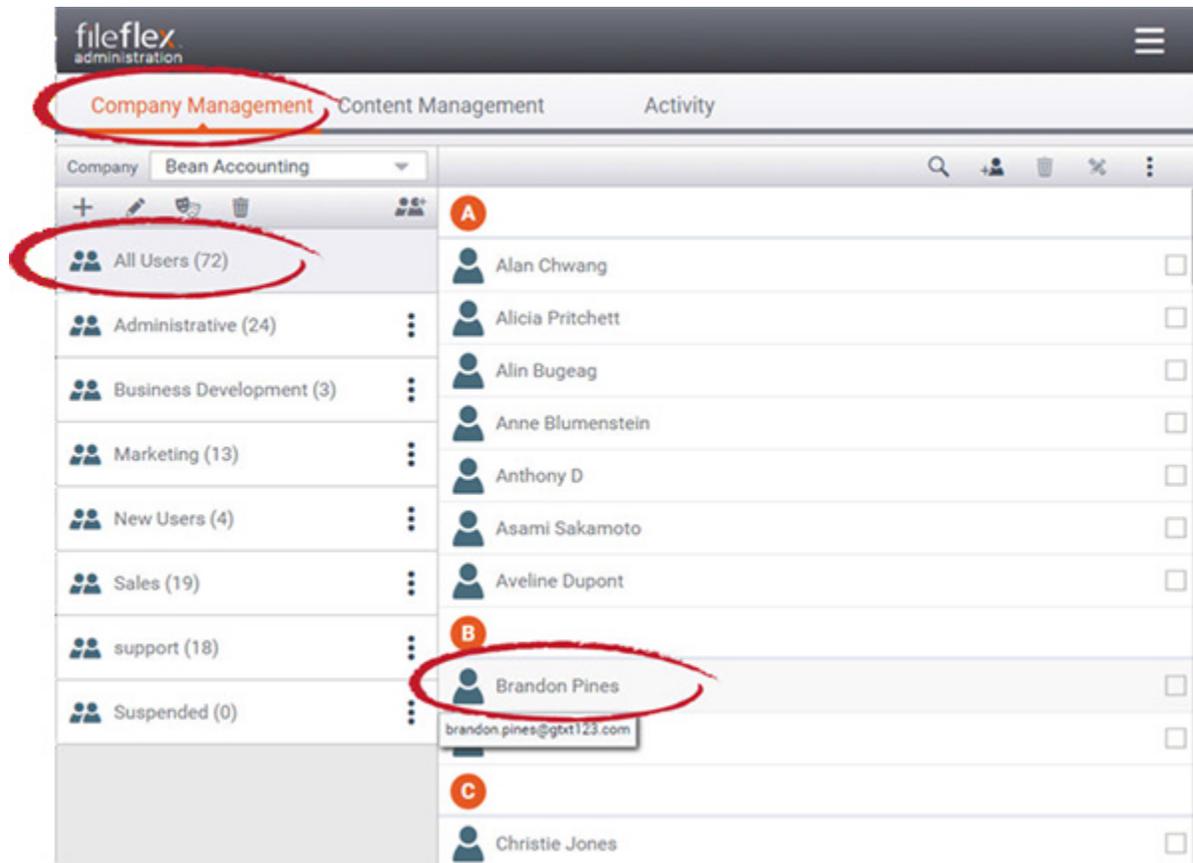


Adjusting Permissions and Content Sources On a User-By-User Basis

1. Open the Company Management tab.
2. In the Department Navigation pane, select **All Users**.
3. In the Viewing Pane, navigate to the user to adjust their permissions or content provider.
4. Click the name of the user.



Adjusting User Permissions and Content

5. In the User Info dialog, click the top-right menu (3 dots) then select **Edit**. Alternatively, you can select the check box of the user to edit, then select the Edit User icon in the Viewing Pane Activity Bar.

User Info

Name	Brandon Pines	 Edit
Email	brandon.pines@gtxt123	 Delete
Password	<input type="password"/>	
	Password strength: Very Weak	
Confirm Password	<input type="password"/>	
	<input type="checkbox"/> Require user to reset password on login	
	<input type="checkbox"/> Auto-generate	
Department	<hr/>	
	Marketing	
Provider	<hr/>	
	Marketing Drive, Mixed files; Marketing Drive; Sales Server	

Done

Select Menu, then Edit

6. To change or add a permission set, you must select the **Assign** button under Department. Then add the department that has the permission set that matches your requirement for that user. If no department match exists then select **Create New Department** add roles and content providers that you require for that user. See [Add Departments](#).
7. To change or add a content source, select the **Assign** button under Provider.
8. Click **OK**.

Edit User ⋮

Name

Email

Password

Confirm Password

Require user to reset password on login

Auto-generate

Department

Marketing

Provider

Marketing Drive, Mixed files; Marketing Drive, ...