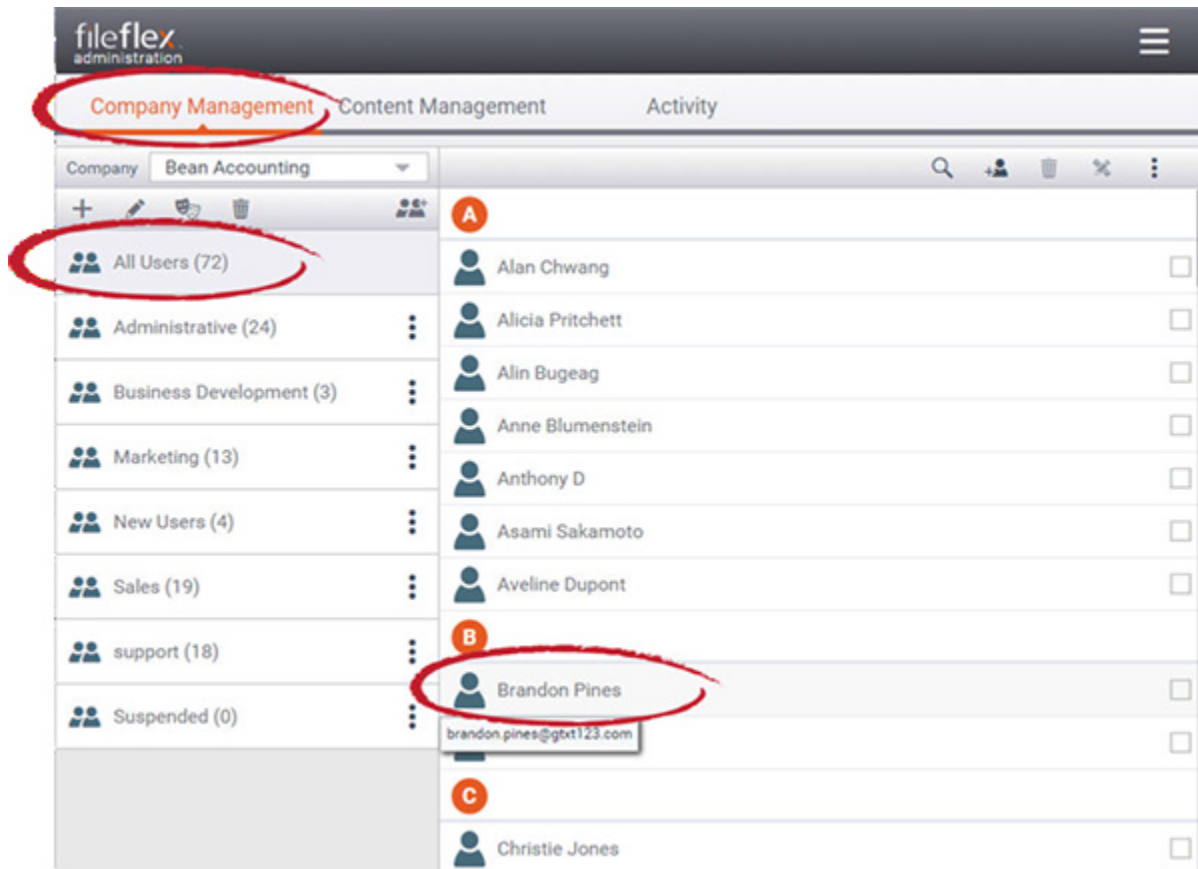


Adjusting Permissions and Content Sources On a User-By-User Basis

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.

The screenshot shows a 'User Info' form for a user named Brandon Pines. The form includes fields for Name, Email, Password, Confirm Password, Department, and Provider. A red circle highlights a menu icon (three dots) in the top right corner. Another red circle highlights the 'Edit' button, which is located next to the 'Name' field. The 'Delete' button is also visible below the 'Edit' button. The 'Password' field shows a strength indicator as 'Very Weak'. The 'Department' field is set to 'Marketing' and the 'Provider' field is set to 'Marketing Drive, Mixed files; Marketing Drive; Sales Server'. A 'Done' button is at the bottom right.

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

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

Brandon Pines

Email

brandon.pines@gtxt123.com

Password

Confirm Password

☐

Require user to reset password on login

☒

Auto-generate

Department

Marketing

Assign

Provider

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

Assign

Cancel

OK