Security and Access Controls

Adding Security to Documents

Security Levels & Caveats

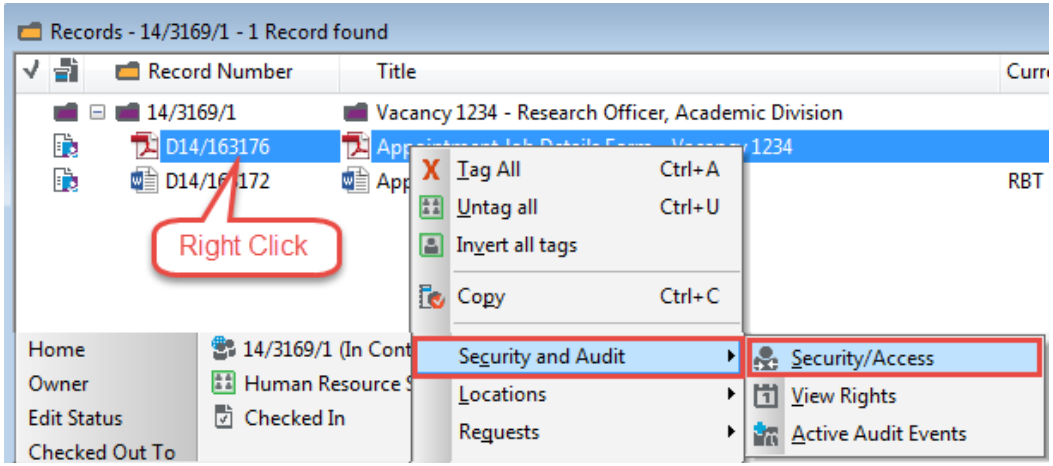
Security Levels in TRIM (HPE Records Manager) ensure that records can only be accessed by users who have the same Security Level or a higher Security Level than that allocated to a record. Users also need to have the Caveat added to their profile in order to see records with that Caveat applied.

By **default** documents and sub folders will **inherit** the **Security Level** and **Caveat** from the File they are placed in.

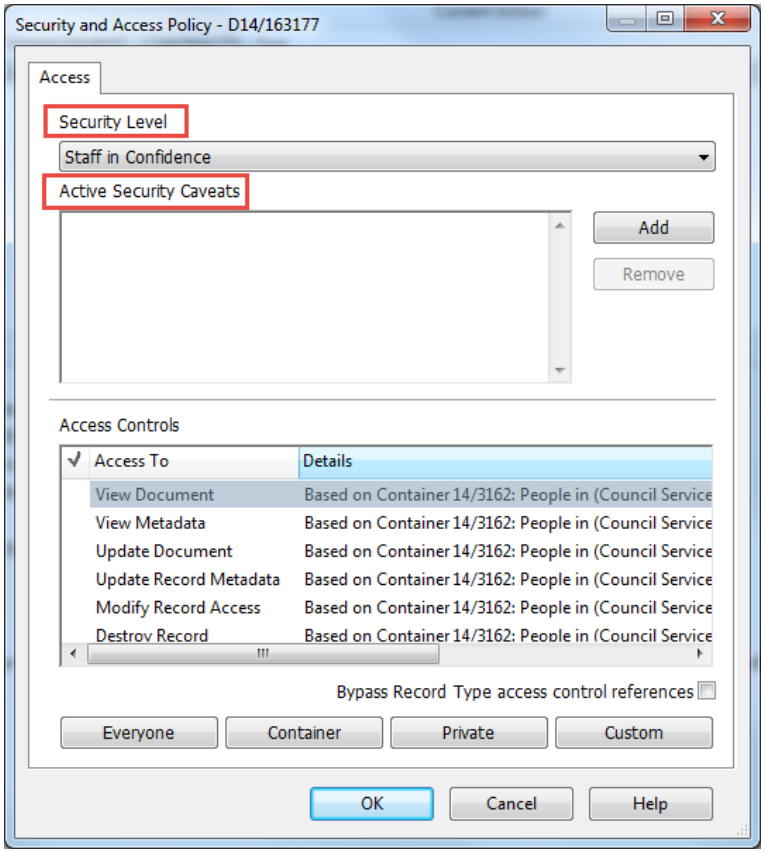
Note! If a document or sub folder is moved to another File it will **retain** its **Security Level** and **Caveat**, however it will **inherit** the **Access Controls** from the new file.

A document or sub folder can have different security from its File

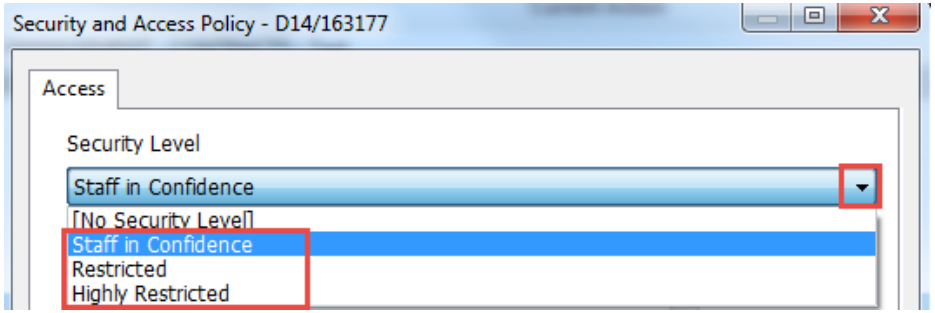
1. Locate the document or sub folder
2. Right Click
3. Select Security and Audit
4. Select Security/Access



The Security and Access Policy window will be displayed

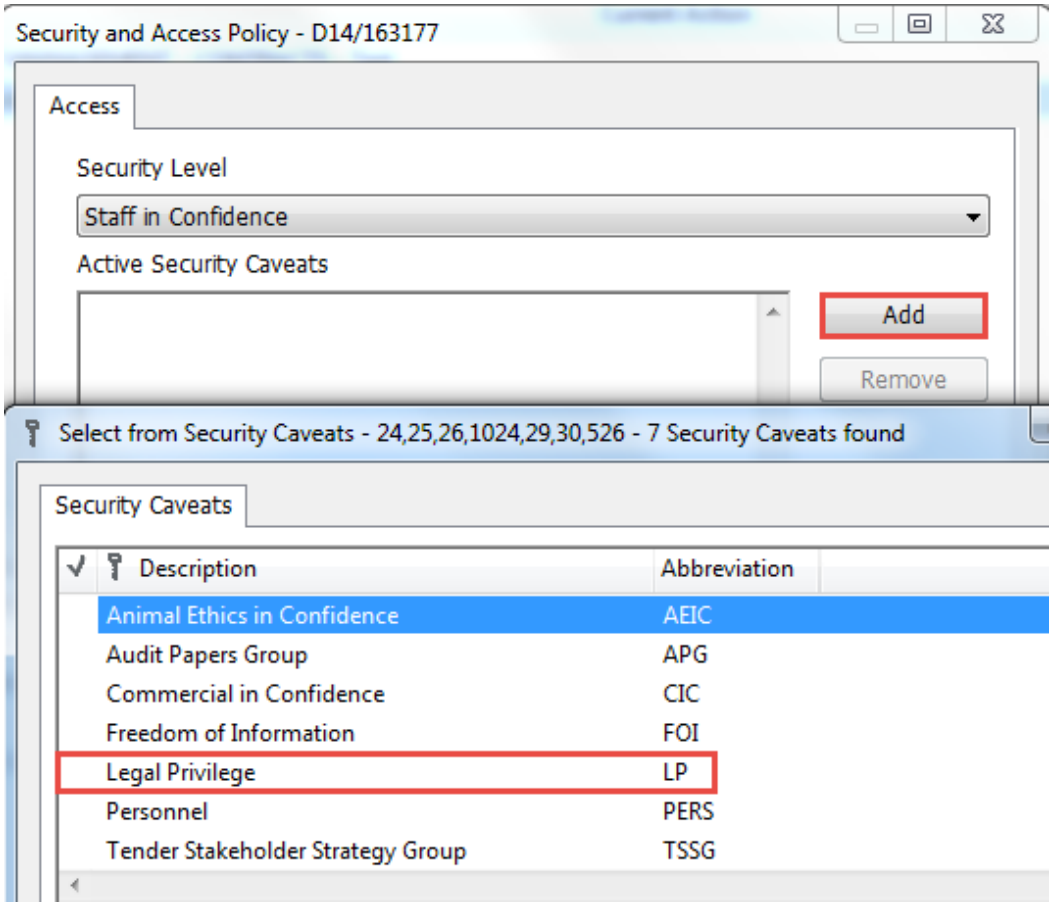


5. Click the **dropdown** arrow and select from the available list of Security Levels

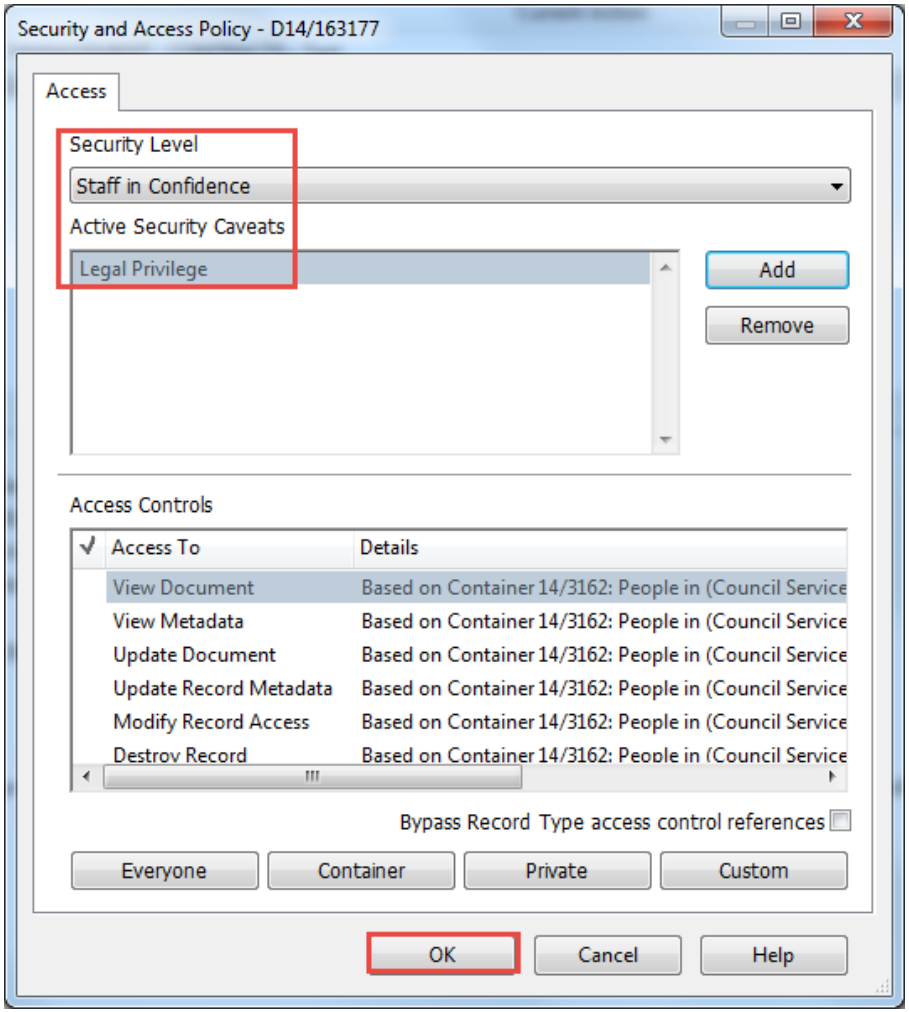


6. Click **Add** to select from the list of available Caveats

Note! Not all records require a Caveat to be added



7. Click **OK** once you have made your changes



Changing Access Controls

By **default** documents and sub folders will **inherit** the **Access Controls** from the File they are placed in and if a document or sub folder is moved to another File it will **inherit** the **Access Controls** from the new file.

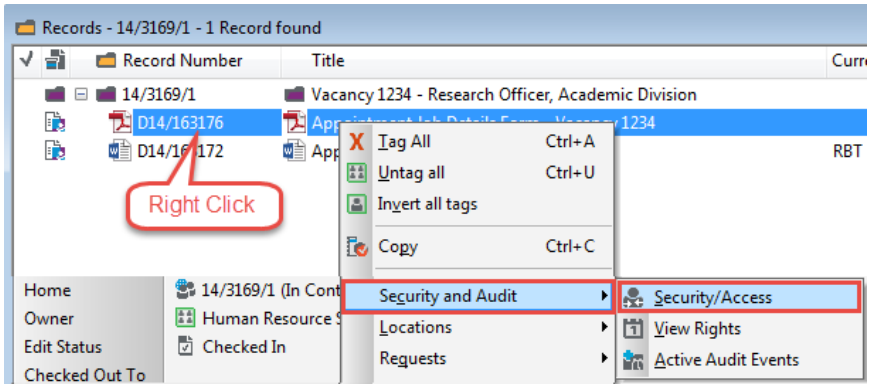
You can use Access Controls to assign control over specific items to specific users. Access Control does not define who does not have access, but who does have access to certain records.

The table below lists the seven (7) options for Access Controls

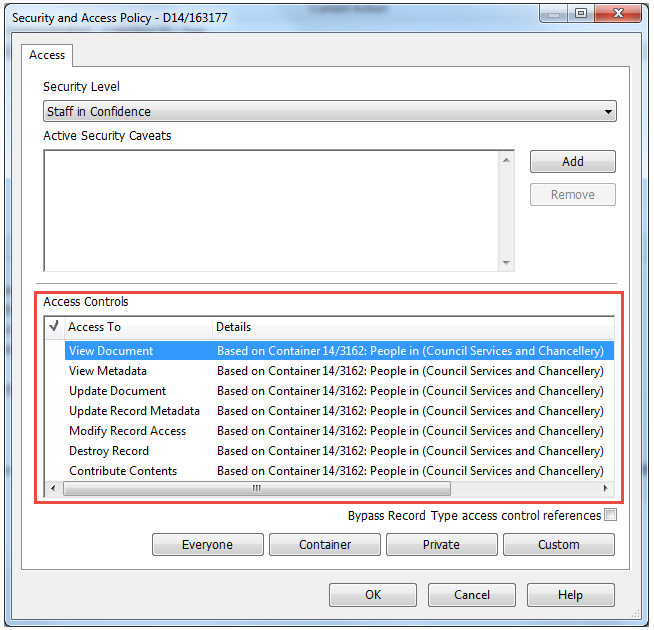
Access Type	Description
View Metadata	Enables users to see a record exists - If a user is not in this Access Control list, this record will not appear in any search the user may attempt therefore they will not know the record even exists
View Document	Enables users to view a document attached to a record and view revisions and renditions
Update Document	Enables users to check out, edit and check in documents
Update Record Metadata	Determines which users are allowed to change the properties and perform other update tasks on a record – E.g. Title, Author etc.
Modify Record Access	Determines whether a user can modify the security or access profile of a record to determine who is allowed to modify its Access Controls
Destroy Record	Regardless of this setting, users cannot delete records in TRIM unless their user permissions allow them. Only System Administrators have this ability
Contribute Contents	Enables users to add contents to the container, regardless of the **Update Record Metadata** Access Control setting on the container

Locate the document or sub folder

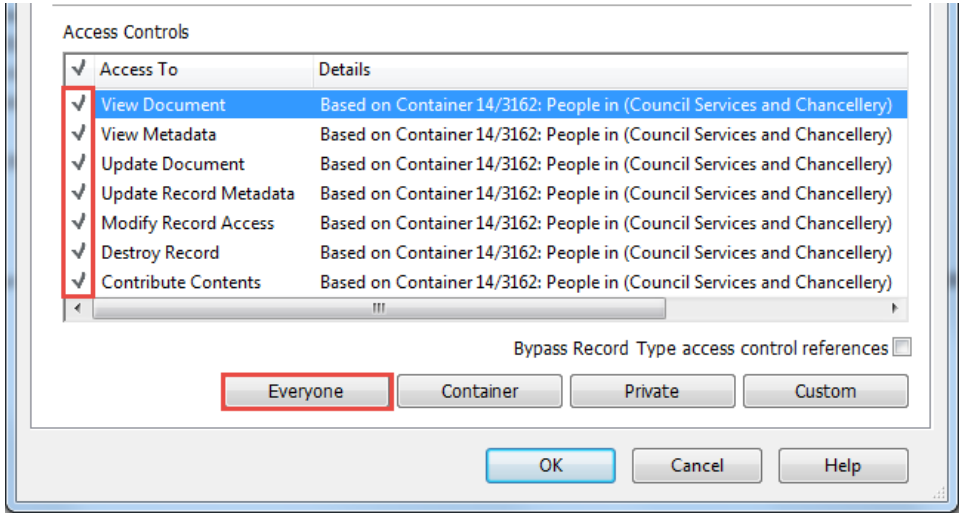
1. **Right** Click
2. Select **Security and Audit**
3. Select **Security/Access**



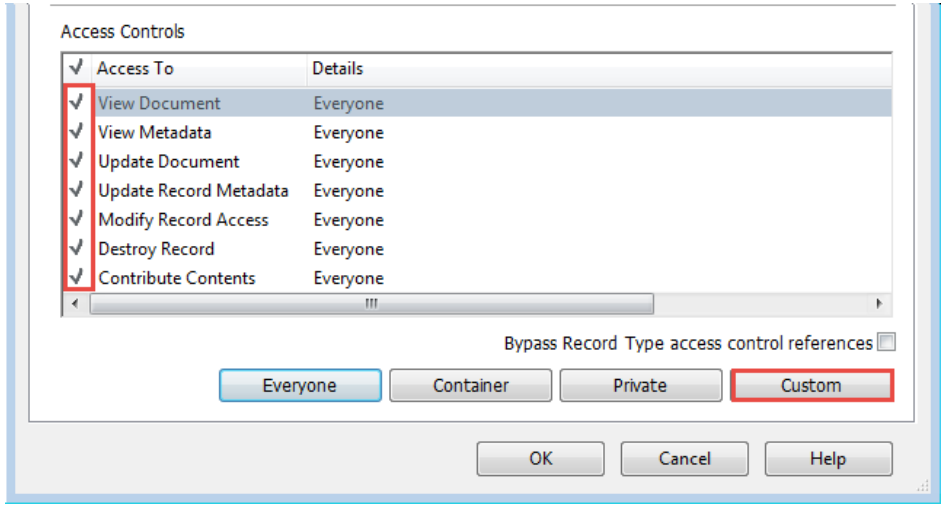
The current Access Controls can be seen in the lower half of the Security and Access Policy window



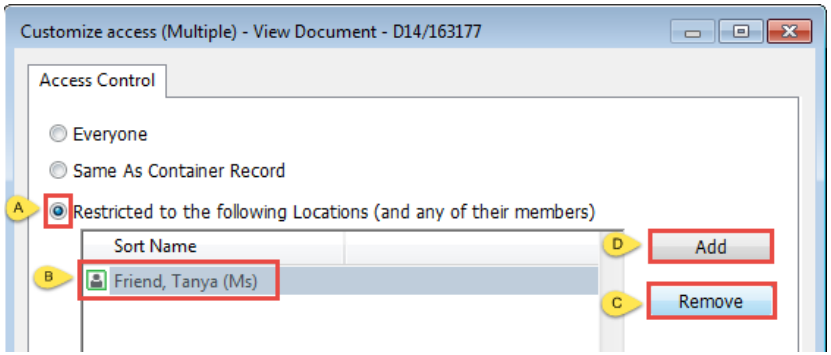
4. Select **ALL** items by placing a **tick** next to each one
5. Click **Everyone** (You must first remove the document or sub folder from being 'Based on Container')



6. Select the required access options by placing a tick next to each one (refer to the above table for details of each option)
7. Click **Custom**



8. In the Customize access window
   a. Select **Restricted to the following Locations (and any of their members)**
   b. Highlight **your name** in the list
   c. Click **Remove**
   d. Click **Add**

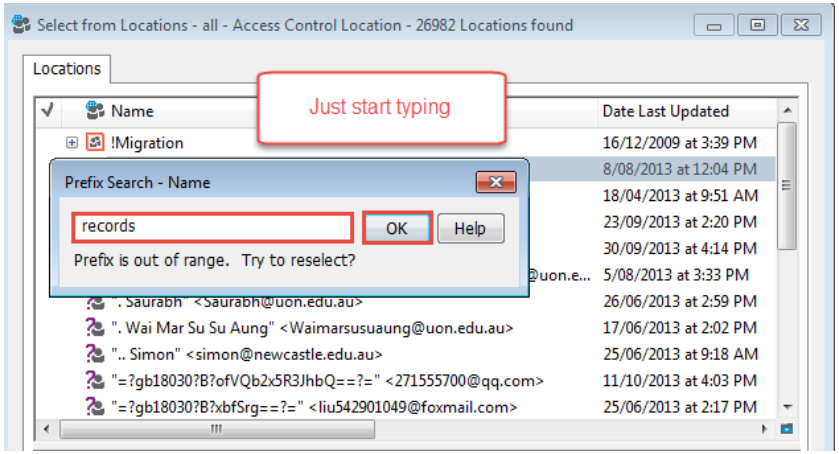


The **Select from Locations** window will appear

Just start typing the name of the **location** you want to give access to

Note! When selecting Locations to allow Record access, select a Green Organisation or group. Where possible **do not** select a Person. If an organisation or group does not exist please contact Records Management.

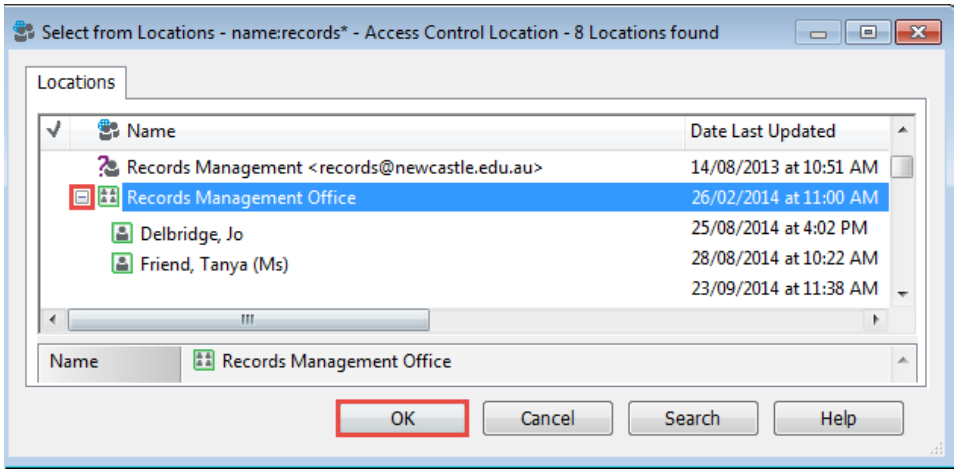
9. Click **OK**



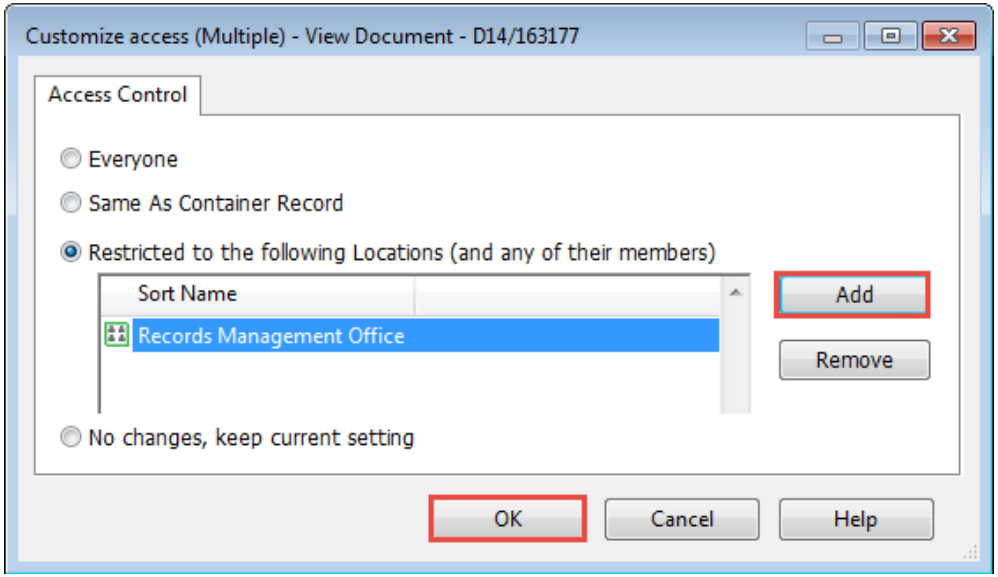
10. Select the required **location**

Note! You can expand the location by clicking on the + sign to see the members

11. Click OK



12. Click **Add** and repeat the process to provide access to additional groups
13. Click **OK** when all the required groups have been added



14. Click **OK** to apply the changes