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## ASSIGN PERMISSIONS TO USER

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To assign permissions to user for Case & Database, Fields/Folders/Review Tags/Saved Searches/Word set, follow these steps:

- ☛ On **Users** pane, select the **user**
- ☛ On the **Available Cases/Databases** tab, click the checkbox for the case to be assigned
- ☛ Click **Assign** in **Assigned Cases/Databases** tab
- ☛ Click **Ok**
- ☛ **Case & Database** is assigned for a user
- ☛ Click **Database** pane
- ☛ Click **Change Case & Database**
- ☛ Select a case & database from drop-down
- ☛ Click **Open Database** to open database or click **X** to cancel
- ☛ Select a **user**
- ☛ On the **Fields** tab, enable **Provide access to all fields** checkbox
- ☛ Click **Assign/Revoke**
- ☛ Click **Ok**
- ☛ **Fields** are assigned to user
- ☛ Click **Folders**

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- ☛ Enable **Provide access to all folders**
  
- ☛ Select **Edit** or **View**
  
- ☛ Click **Assign/Revoke**
  
- ☛ Click **Yes** to assign folders
  
- ☛ **Folders** are assigned to user
  
- ☛ Click **Saved Searches** tab
  
- ☛ Enable **Provide access to all Saved Searches**
  
- ☛ Select **Edit** or **View**
  
- ☛ Click **Assign/Revoke**
  
- ☛ Click **Yes** to assign saved searches
  
- ☛ **Saved Searches** are assigned to user
  
- ☛ Click **Review Tags** tab
  
- ☛ Enable **Provide access to all Review Tags**

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- Select **Edit** or **View**
  
- Click **Assign/Revoke**
  
- Click **Yes** to assign review tags
  
- **Review Tags** are assigned to user
  
- Click **Wordset** tab
  
- Enable **Provide access to all word set**
  
- Click **Assign/Revoke**
  
- Click **Ok**
  
- **Word sets** are assigned to user