

Folder Access Manager for eDOCS

Quickly find folders owned by deactivated DM users and change them to an active Author or Doc.Owner. Easy workflow with safety intact!

Simple and time saving tool!

When an employee leaves the company, the eDOCS user is deactivated in the system. If the user was the only one with ownership/access to certain folders, only an eDOCS administrator can change the rights to other users or DM Groups.

Folder Access Manager is a new tool in the web-based platform Admin Portal for eDOCS. Here admins *and* helpdesk can quickly find folders set to deactivated DM users and change them to an active user.

When accessing the Admin Portal, supporters will be led through a wizard with security check and authorization. The actions performed will not provide access to the documents content.

Folder security

When adding documents to the folder after the change has been made, the new documents will inherit the folder settings of the new Author or Doc.Owner. Documents added by the former owner will not.

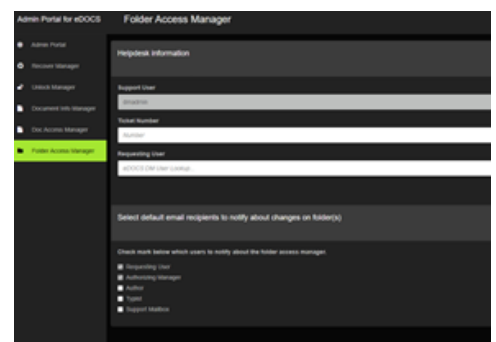
Easy workflow

How Folder Access Manager works

1. Search directly for folders filed by deactivated DM users.
2. Change folder properties to another Author and Doc.Owner. Only the properties with the deactivated user registered, will be changed. If another active user is already registered e.g. as Author, that part won't be changed.

Logging

During the execution of adding the groups to the document(s) security, function information, requesting user and authenticated user will be logged in the history table.





Admin Portal for eDOCS includes 5 time saving tools for admins and helpdesk. Folder Access Manager is the newest member of the family.

Tools in the Admin Portal

Folder Access Manager is a new tool in Admin Portal for eDOCS.

All tools are developed to ease work procedures for eDOCS admins and helpdesk in safe and easy ways. With the Admin Portal, lost DM files can be unlocked or recovered, and enhanced document information be viewed.

Admin Portal for eDOCS covers:

- Unlock Manager
- Recover Manager
- Document Info Manager
- Document Access Manager
- Folder Access Manager

More information online

Please visit our website for more information about the role of each Manager and how they add-on to eDOCS DM.

mirandapartners.com/adminportal

Clear communication element

Admin Portal for eDOCS provides a clear communication element to make the processes transparent and to inform users, helpdesk and other participants about the actions performed.

eDOCS DM security is integrated in all the tools of the Admin Portal.

Book a web demo today!

You're welcome to have an online demonstration of Folder Access Manager. Scheduled for your time zone of course!

Contact our sales director Jesper Friis directly at +45 22650502 or send us an email at info@miranda.dk with your request.

We're looking forward to sharing the great benefits of eDOCS and our eDOCS add-on tools with you!

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