

## Documentation Guide

### Access Types Permissions

Version 01 updated 12<sup>th</sup> May 2017

These tables detail the permissions associated with folders and collections access types.

#### 1 Folders Access Types

<p><b>Full control</b></p> <ul style="list-style-type: none"> <li>Archive items</li> <li>Empty trash</li> <li>Put items back from the trash</li> <li>Restore items</li> <li>Trash items</li> <li>Download digital items</li> <li>Edit digital items</li> <li>Print digital items</li> <li>Select digital items</li> <li>Share digital items</li> <li>Upload digital items</li> <li>View digital items</li> <li>Batch edit items</li> <li>Edit an item's asset</li> <li>Edit an item's comments</li> <li>Edit an item's geolocation</li> <li>Edit an item's hotspots</li> <li>Edit an item's relationships</li> <li>Edit an item's subjects</li> <li>View an item's comments</li> <li>Edit folder items</li> <li>Select folder items</li> <li>Add folders</li> <li>Control access to folders</li> <li>Move to folder</li> <li>Select poster for folder</li> <li>Share folders</li> <li>View folders</li> <li>View page items</li> <li>Use sort fields</li> <li>Browse items</li> <li>Use field search</li> <li>Use geolocation search</li> <li>Use index search</li> <li>Use more like this search</li> <li>Use quick search</li> <li>Use search history</li> <li>Use subject search</li> <li>Feedback items</li> <li>View an item's geolocation</li> <li>View an item's hotspots</li> <li>View an item's relationships</li> <li>View an item's subjects</li> </ul>	<p><b>Upload</b></p> <ul style="list-style-type: none"> <li>Upload digital items</li> <li>View folders</li> </ul> <p><b>Download</b></p> <ul style="list-style-type: none"> <li>Download digital items</li> <li>Print digital items</li> <li>Select digital items</li> <li>Share digital items</li> <li>View digital items</li> <li>View an item's comments</li> <li>View folders</li> <li>View page items</li> <li>Use sort fields</li> <li>Browse items</li> <li>Use field search</li> <li>Use geolocation search</li> <li>Use index search</li> <li>Use more like this search</li> <li>Use quick search</li> <li>Use search history</li> <li>Use subject search</li> <li>Feedback items</li> <li>View an item's geolocation</li> <li>View an item's hotspots</li> <li>View an item's relationships</li> <li>View an item's subjects</li> </ul>
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Folder access types continued...

<p><b>Edit</b></p> <ul style="list-style-type: none"> <li>Download digital items</li> <li>Edit digital items</li> <li>Print digital items</li> <li>Select digital items</li> <li>Share digital items</li> <li>Upload digital items</li> <li>View digital items</li> <li>Batch edit items</li> <li>Edit an item's asset</li> <li>Edit an item's comments</li> <li>Edit an item's geolocation</li> <li>Edit an item's hotspots</li> <li>Edit an item's relationships</li> <li>Edit an item's subjects</li> <li>View an item's comments</li> <li>View folders</li> <li>View page items</li> <li>Use sort fields</li> <li>Browse items</li> <li>Use field search</li> <li>Use geolocation search</li> <li>Use index search</li> <li>Use more like this search</li> <li>Use quick search</li> <li>Use search history</li> <li>Use subject search</li> <li>Feedback items</li> <li>View an item's geolocation</li> <li>View an item's hotspots</li> <li>View an item's relationships</li> <li>View an item's subjects</li> </ul> <p><b>None</b></p> <ul style="list-style-type: none"> <li>No access</li> </ul>	<p><b>View</b></p> <ul style="list-style-type: none"> <li>Print digital items</li> <li>Select digital items</li> <li>Share digital items</li> <li>View digital items</li> <li>View an item's comments</li> <li>View folders</li> <li>View page items</li> <li>Use sort fields</li> <li>Browse items</li> <li>Use field search</li> <li>Use geolocation search</li> <li>Use index search</li> <li>Use more like this search</li> <li>Use quick search</li> <li>Use search history</li> <li>Use subject search</li> <li>Feedback items</li> <li>View an item's geolocation</li> <li>View an item's hotspots</li> <li>View an item's relationships</li> <li>View an item's subjects</li> </ul> <p><b>Public</b></p> <ul style="list-style-type: none"> <li>Share digital items</li> <li>View digital items</li> <li>View an item's comments</li> <li>View folders</li> <li>View page items</li> <li>Use sort fields</li> <li>Browse items</li> <li>Use field search</li> <li>Use geolocation search</li> <li>Use index search</li> <li>Use more like this search</li> <li>Use quick search</li> <li>Use search history</li> <li>Use subject search</li> <li>Feedback items</li> <li>View an item's geolocation</li> <li>View an item's hotspots</li> <li>View an item's relationships</li> <li>View an item's subjects</li> </ul>
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/ Collections access types start on the next page.

## 2 Collections Access Types

<p><b>Full control</b></p> <ul style="list-style-type: none"> <li>Edit collection items</li> <li>Select collection items</li> <li>Add collections</li> <li>Can link items to a collection</li> <li>Can unlink items from a collection</li> <li>Control access to collections</li> <li>Move to collection</li> <li>Select poster for collection</li> <li>Share collections</li> <li>View collections</li> <li>Download digital items</li> <li>Edit digital items</li> <li>Print digital items</li> <li>Select digital items</li> <li>Share digital items</li> <li>Upload digital items</li> <li>View digital items</li> <li>Batch edit items</li> <li>Edit an item's asset</li> <li>Edit an item's comments</li> <li>Edit an item's geolocation</li> <li>Edit an item's hotspots</li> <li>Edit an item's relationships</li> <li>Edit an item's subjects</li> <li>View an item's comments</li> <li>View page items</li> <li>Use sort fields</li> <li>Browse items</li> <li>Use field search</li> <li>Use geolocation search</li> <li>Use index search</li> <li>Use more like this search</li> <li>Use quick search</li> <li>Use search history</li> <li>Use subject search</li> <li>Feedback items</li> <li>View an item's geolocation</li> <li>View an item's hotspots</li> <li>View an item's relationships</li> <li>View an item's subjects</li> </ul>	<p><b>Edit</b></p> <ul style="list-style-type: none"> <li>Share collections</li> <li>View collections</li> <li>Download digital items</li> <li>Edit digital items</li> <li>Print digital items</li> <li>Select digital items</li> <li>Share digital items</li> <li>Upload digital items</li> <li>View digital items</li> <li>Batch edit items</li> <li>Edit an item's asset</li> <li>Edit an item's comments</li> <li>Edit an item's geolocation</li> <li>Edit an item's hotspots</li> <li>Edit an item's relationships</li> <li>Edit an item's subjects</li> <li>View an item's comments</li> <li>View page items</li> <li>Use sort fields</li> <li>Browse items</li> <li>Use field search</li> <li>Use geolocation search</li> <li>Use index search</li> <li>Use more like this search</li> <li>Use quick search</li> <li>Use search history</li> <li>Use subject search</li> <li>Feedback items</li> <li>View an item's geolocation</li> <li>View an item's hotspots</li> <li>View an item's relationships</li> <li>View an item's subjects</li> </ul> <p><b>Upload</b></p> <ul style="list-style-type: none"> <li>Share collections</li> <li>View collections</li> <li>Download digital items</li> <li>Print digital items</li> <li>Select digital items</li> <li>Share digital items</li> <li>View digital items</li> <li>View an item's comments</li> <li>View page items</li> <li>Use sort fields</li> <li>Browse items</li> <li>Use field search</li> <li>Use geolocation search</li> <li>Use index search</li> <li>Use more like this search</li> <li>Use quick search</li> <li>Use search history</li> <li>Use subject search</li> <li>Feedback items</li> <li>View an item's geolocation</li> <li>View an item's hotspots</li> <li>View an item's relationships</li> <li>View an item's subjects</li> </ul>
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Collections access types continued...

<p><b>View</b></p> <ul style="list-style-type: none"> <li>Share collections</li> <li>View collections</li> <li>Print digital items</li> <li>Select digital items</li> <li>Share digital items</li> <li>View digital items</li> <li>View an item's comments</li> <li>View page items</li> <li>Use sort fields</li> <li>Browse items</li> <li>Use field search</li> <li>Use geolocation search</li> <li>Use index search</li> <li>Use more like this search</li> <li>Use quick search</li> <li>Use search history</li> <li>Use subject search</li> <li>Feedback items</li> <li>View an item's geolocation</li> <li>View an item's hotspots</li> <li>View an item's relationships</li> <li>View an item's subjects</li> </ul> <p><b>Manage</b></p> <ul style="list-style-type: none"> <li>Edit collection items</li> <li>Select collection items</li> <li>Add collections</li> <li>Can link items to a collection</li> <li>Can unlink items from a collection</li> <li>Control access to collections</li> <li>Move to collection</li> <li>Select poster for collection</li> <li>Share collections</li> <li>View collections</li> <li>Empty trash</li> <li>Put items back from the trash</li> <li>Trash items</li> <li>Select digital items</li> <li>Use sort fields</li> </ul> <p><b>Shared</b></p> <ul style="list-style-type: none"> <li>Select collection items</li> <li>Add collections</li> <li>View collections</li> <li>Empty trash</li> <li>Select digital items</li> <li>Use sort fields</li> </ul>	<p><b>Public</b></p> <ul style="list-style-type: none"> <li>View collections</li> <li>Share digital items</li> <li>View digital items</li> <li>View an item's comments</li> <li>View page items</li> <li>Use sort fields</li> <li>Browse items</li> <li>Use field search</li> <li>Use geolocation search</li> <li>Use index search</li> <li>Use more like this search</li> <li>Use quick search</li> <li>Use search history</li> <li>Use subject search</li> <li>Feedback items</li> <li>View an item's geolocation</li> <li>View an item's hotspots</li> <li>View an item's relationships</li> <li>View an item's subjects</li> </ul> <p><b>Create</b></p> <ul style="list-style-type: none"> <li>Select collection items</li> <li>Add collections</li> <li>View collections</li> <li>Empty trash</li> <li>Select digital items</li> <li>Use sort fields</li> </ul> <p><b>None</b></p> <ul style="list-style-type: none"> <li>No access</li> </ul>
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**END**