QUICK GUIDE

RESTRICTED DOCUMENT RULE (ADMIN)

InEight® DOCUMENT

Key Notes:

- Restricted Document Access function does not grant or remove access to document(s). The primary purpose is to restrict the ability to download and transmit the documents, to only users defined in a whitelist.
- Documents can only be restricted at the point of uploading / registering within DOC (not retrospectively on current document register)
- If access has already been granted, it cannot be revoked through this Rule.
- Only whitelisted users and Administrators can have access to the restricted documents.
- It is not possible to provide any other user access to these documents (including through transmittals or package based access). It can also restrict the document(s) being added to Mail.

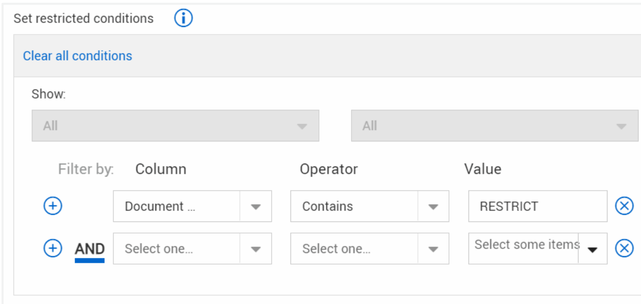
RESTRICTING DOCUMENT ACCESS

Note: Setting-up Restricted Document Access in the project can be done by Project Administrators. The ongoing maintenance of this Rule will be the responsibility of the Administrators.

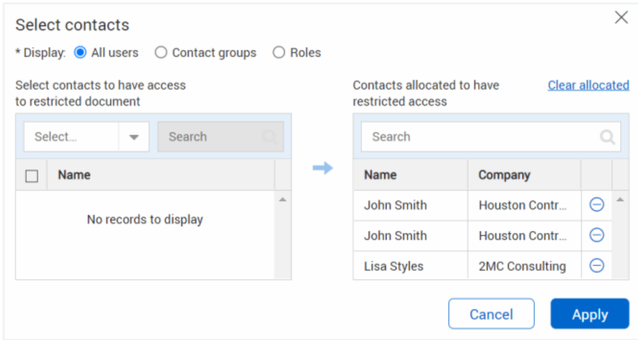
1. Within the Document Register, click **Actions** ▶ **Admin** ▶ **Restricted Document Access**.

ADDING A NEW RULE

1. Click ⊕ icon
2. Enter a **Rule name**
3. Under **Set restricted conditions**, filter conditions that apply to the restricted documents. Any document governed by the filter condition will respect the restricted document access rule.



1. Under **Set users who have access to the restricted document**, Select Edit user list
2. Select a company from the drop down
3. Select the user/s ▶ select the arrow ➡ ▶ **Apply**
   Note: Add users who will have access to the restricted documents. Only users on the whitelist will have access to the restricted documents.



4. Click **Save**

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