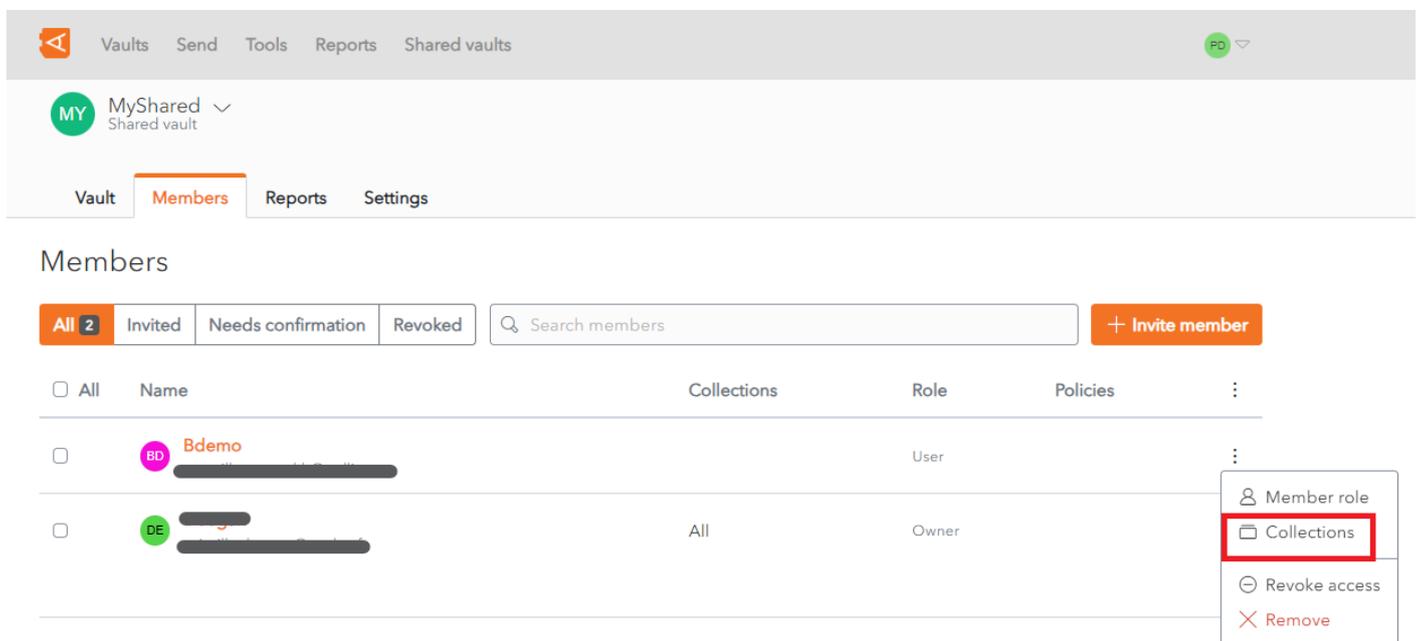


Manage Member Access to Collections

From the **Member List** in the Shared Vault, click the **More** button beside the Member in question.

A Context Menu displays.

Click the **Collections** link.



The screenshot shows the 'Members' page in a Shared Vault. The page has a navigation bar with 'Vaults', 'Send', 'Tools', 'Reports', and 'Shared vaults'. Below the navigation bar, there is a 'MyShared Shared vault' section with tabs for 'Vault', 'Members', 'Reports', and 'Settings'. The 'Members' tab is active. Below the tabs, there is a 'Members' section with a search bar and a '+ Invite member' button. The search bar contains the text 'Search members'. Below the search bar, there is a table with columns for 'All', 'Name', 'Collections', 'Role', and 'Policies'. The table has two rows of members. The first row has a member with a pink profile picture and the name 'Bdemo'. The second row has a member with a green profile picture and the name 'DE'. The 'DE' member is selected, and a context menu is open for them. The context menu has four options: 'Member role', 'Collections', 'Revoke access', and 'Remove'. The 'Collections' option is highlighted with a red box.

<input type="checkbox"/> All	Name	Collections	Role	Policies	
<input type="checkbox"/>	 Bdemo		User		
<input type="checkbox"/>	 DE	All	Owner		

- Member role
- Collections**
- Revoke access
- Remove

The **Edit Member** screen displays with the **Collections Tab** open.

To **remove** access to a Collection, click the **X button** beside the Collection in the Collection List.

To **add a new Permission** to a Collection, select the Permission and Collection and click the Enter button. This is the same procedure as from the **Add Members** screen.

Role

Collections

Grant access to all current and future collections.

If checked, this will replace all other collection permissions.

Permission

Select collections

Can view



-- Type to filter --



Collection

Permission



Default collection

Can view



Save

Cancel

Revoke access



Click **Save** to save changes. The Member is now added to this collection.

Alternatively, click **Cancel** to cancel the operation.

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