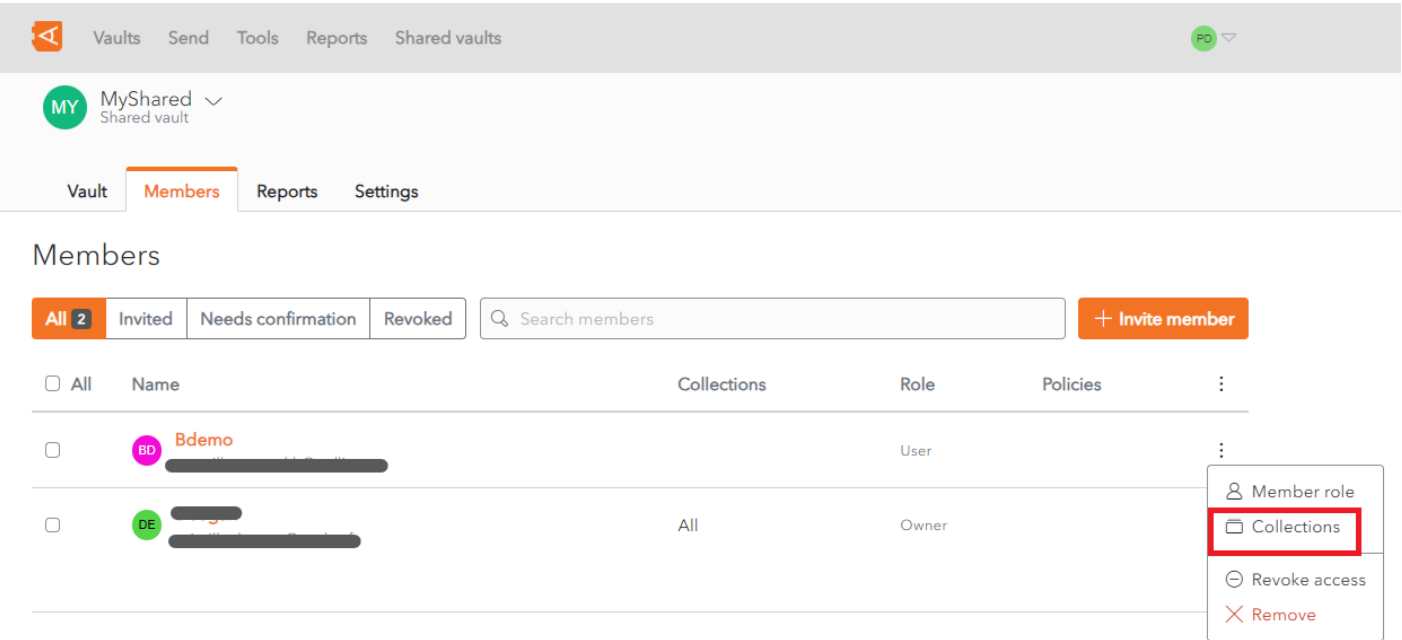


# Manage Member Access to Collections

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 **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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