

ABC Helpdesk

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Document Tray Permissions

Chris Booth - 2017-09-21 - General

DocuWare Document Tray Permissions

1. Connect to FGXIUKFS01 and load IE - there is a link on the Shortcut bar to the DW web admin console
2. Logon, click the drop down arrow next to the username (middle of screen) and choose Configuration
3. A new tab will open
4. In Document Trays, select the tray to update and click the Pencil icon
5. Go to the Permissions tab, add the required username from the left list to the right list
6. Click Save & Close