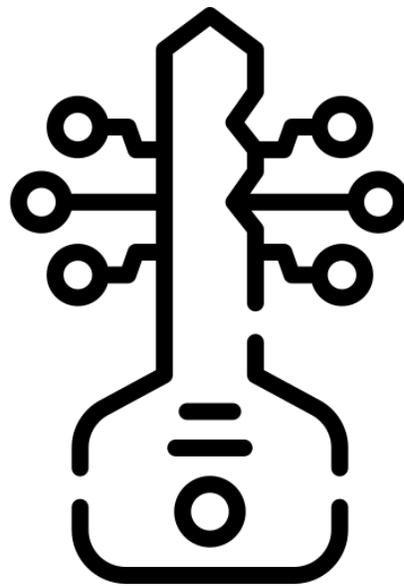


# ThoughtTrace Admin Guide



## Security Setting Management



# Configuring Security Groups & Labels

## Labels

1

- Configuration
- Document Types
- Fact Types
- Tags
- Access
- Users
- Security**
- API Clients

2

Security Groups

Security Groups assign security labels to your team and determine what they can do with their documents

Search for a security group

+ GROUP MANAGE LABELS

Security Group	Labels	Document Rights	Members	Actions
<b>Default Access</b> Default access for all users.	Default Access	All Rights	All Users	DELETE
<b>Super Secret</b>	Team Alpha	Create Edit Archive	Wil	DELETE
<b>Group Alpha</b>	Team Alpha Team Beta Team Delta	Edit Create Archive	Wil	DELETE
<b>Group Beta</b>	Team Alpha Team Beta	Create Archive Security Edit	Wil	DELETE

Security Groups per page 25 1 - 4 of 4 total in system.

In this pane you can **create, edit, & Archive** labels. Once created, apply labels to documents in bulk or by adding them to documents individually via the security panel.

3

Manage Security Labels

New Label ADD

Include Archived

- Team Alpha ARCHIVE
- Team Beta ARCHIVE
- Team Delta ARCHIVE
- Broker A ARCHIVE



## Groups

Edit an existing group by selecting the group name.

Security Group	Labels	Document Rights	Members	Actions
<b>Default Access</b> Default access for all users.	Default Access	All Rights	All Users	DELETE
<b>Super Secret</b>	Team Alpha	Create Edit Archive	Wil	DELETE
<b>Group Alpha</b>	Team Alpha Team Beta Team Delta	Edit Create Archive	Wil	DELETE
<b>Group Beta</b>	Team Alpha Team Beta	Create Archive Security Edit	Wil	DELETE

Security Groups per page 25 1 - 4 of 4 total in system.

A Name & Description of security group

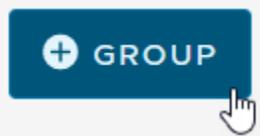
B Labels that security group has access to.

C Actions a group can take on a labeled document

D ThoughtTrace users in the security group

E Actions across entire security group (Delete & Archive)

## Creating a New Group



Select the "+ Group" button and fill add in the data referenced above in the pane that slides out on the right-hand side of the screen.