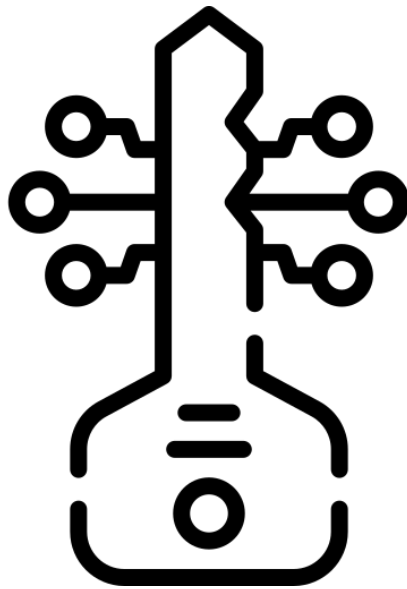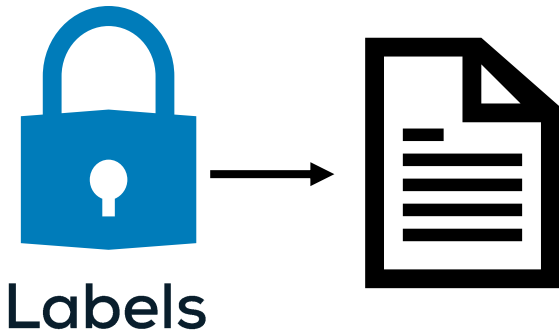# ThoughtTrace Quick Start Guide
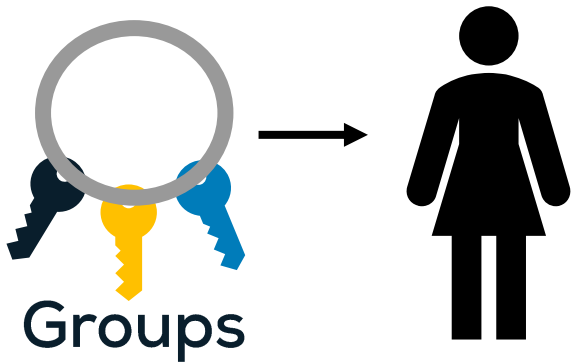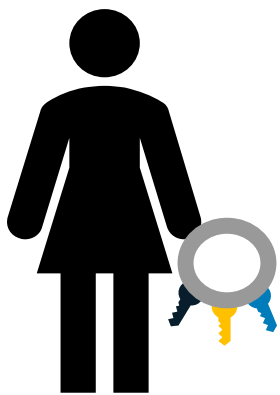

Document
Security

How does document security work in ThoughtTrace?
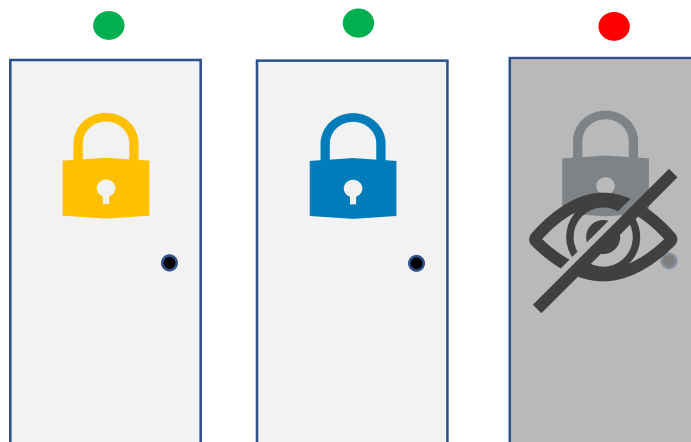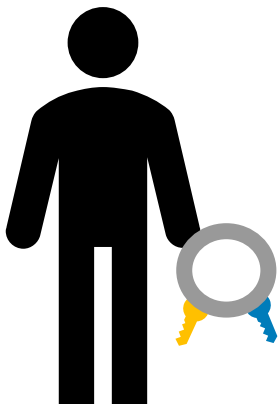
Labels

Labels are applied to documents and serve as the "lock" that requires the appropriate key (group access) in order to see and interact with the document. Only one label can be applied to a document.

Groups

People are put in groups that define what labels the included members can access and in what ways they can interact with those labeled documents.

This group has access to all documents, so everything is open and visible

This group does not have access to the black security label so documents with this label are hidden

More on Groups

Groups

Groups not only define whether documents can be seen and accessed, but also what ways the members of the groups can interact with the document.

Group Alpha

What documents can this group access?

○ Access all documents

⊕ ✕ Team Alpha   ✕ Team Beta   ✕ Team Delta

What can this group do?

○ All rights

● Create   ● Edit

● Archive And Restore   ○ Delete

○ Security

Notice how this group can upload, edit, and archive/restore documents, but not edit security or delete.

Group Beta

What documents can this group access?

○ Access all documents

⊕ ✕ Team Alpha   ✕ Team Beta

What can this group do?

● All rights

○ Create   ○ Edit

○ Archive And Restore   ○ Delete

○ Security

Group Beta has full rights to the documents with accessible labels "Team Alpha" & "Team Beta".