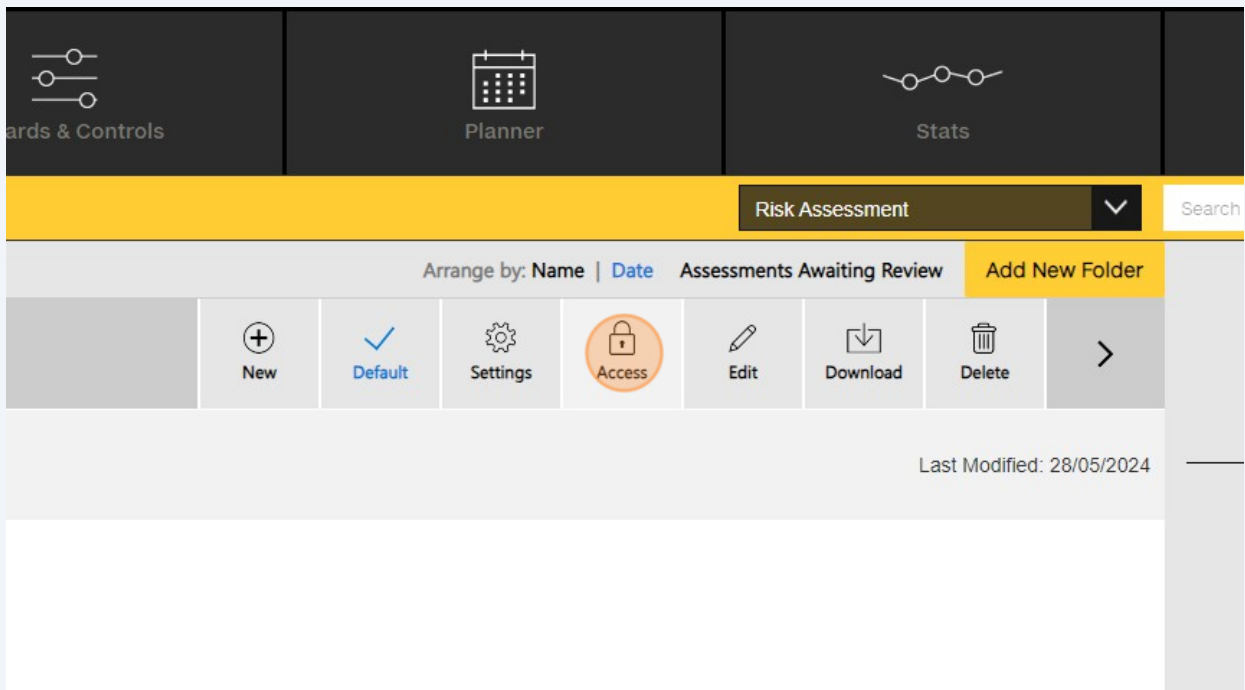


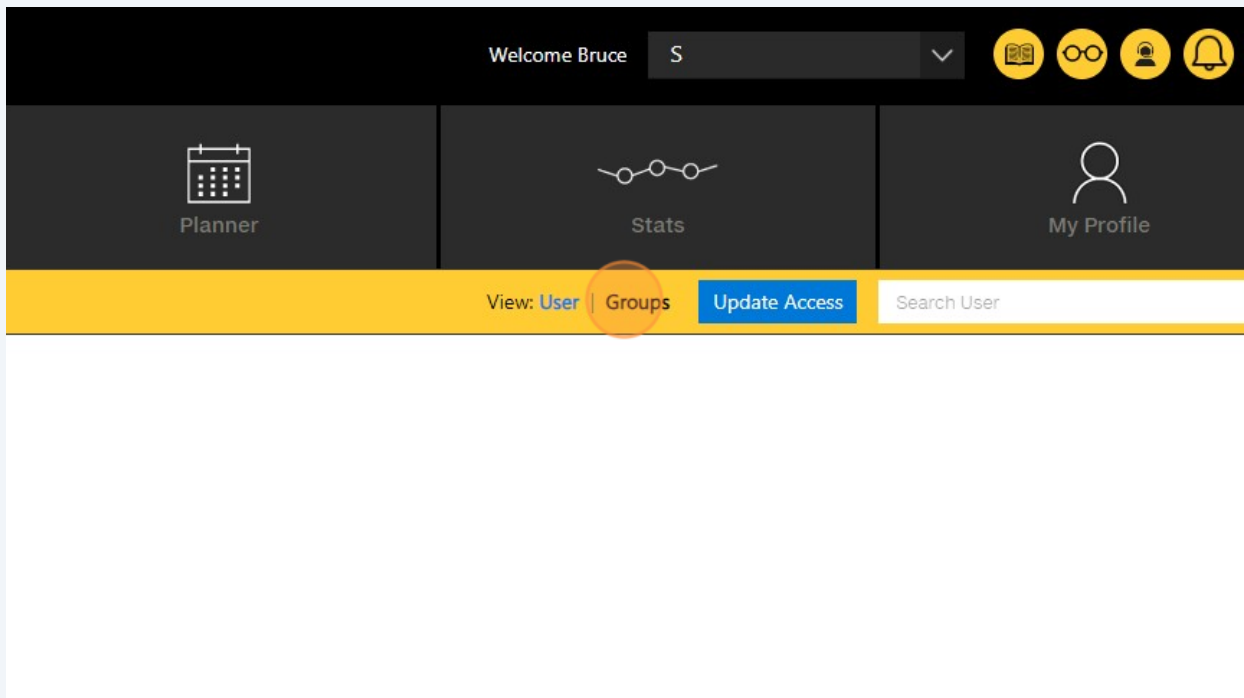
# Edit User Folder Access on Risk Assessor Platform

1 Switch to tab Risk Assessment

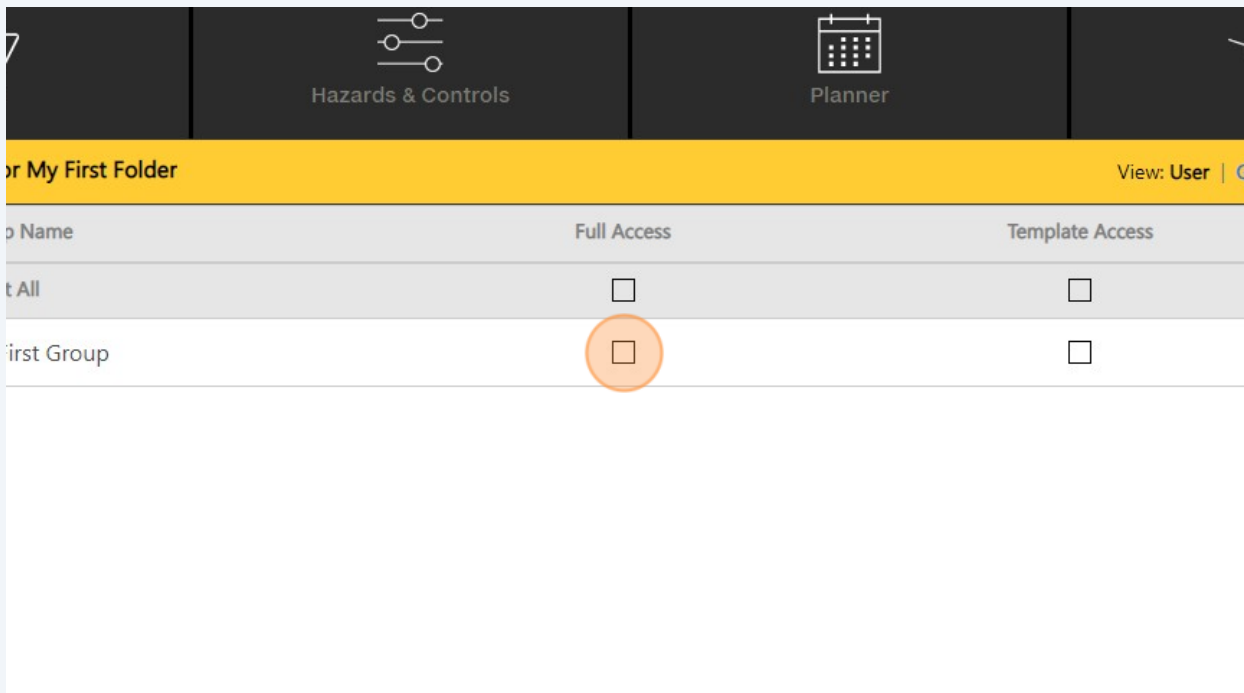
2 Click Access



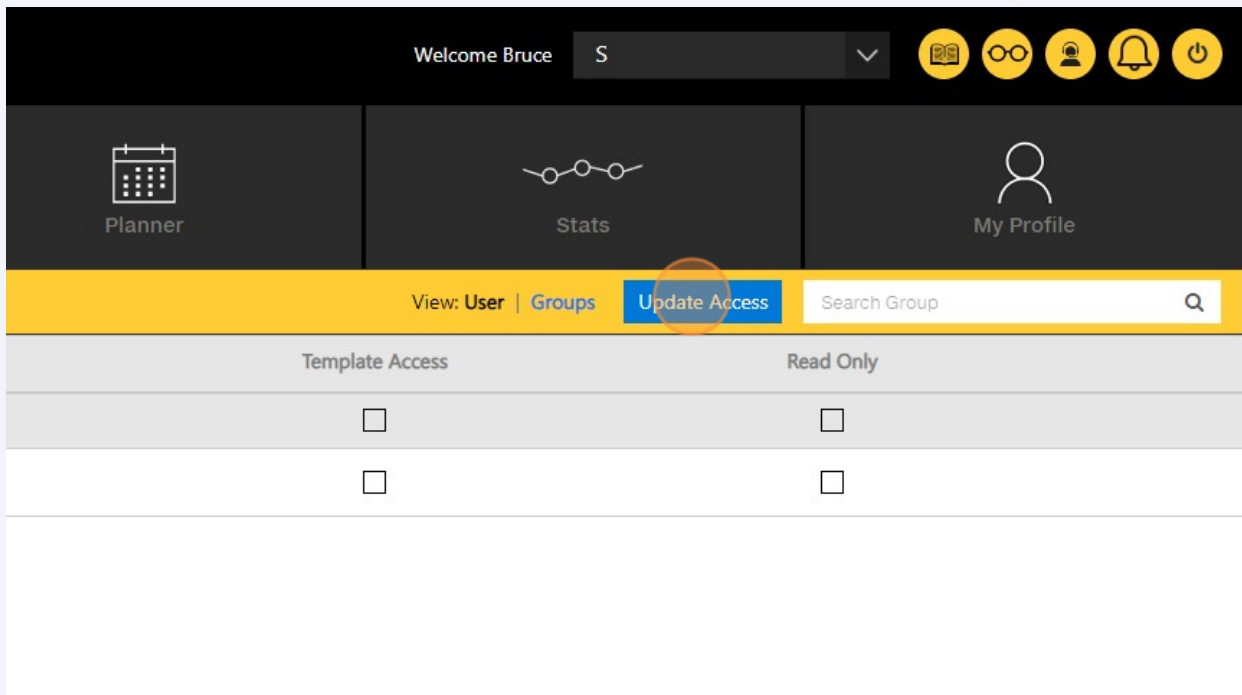
### 3 Click "Groups"



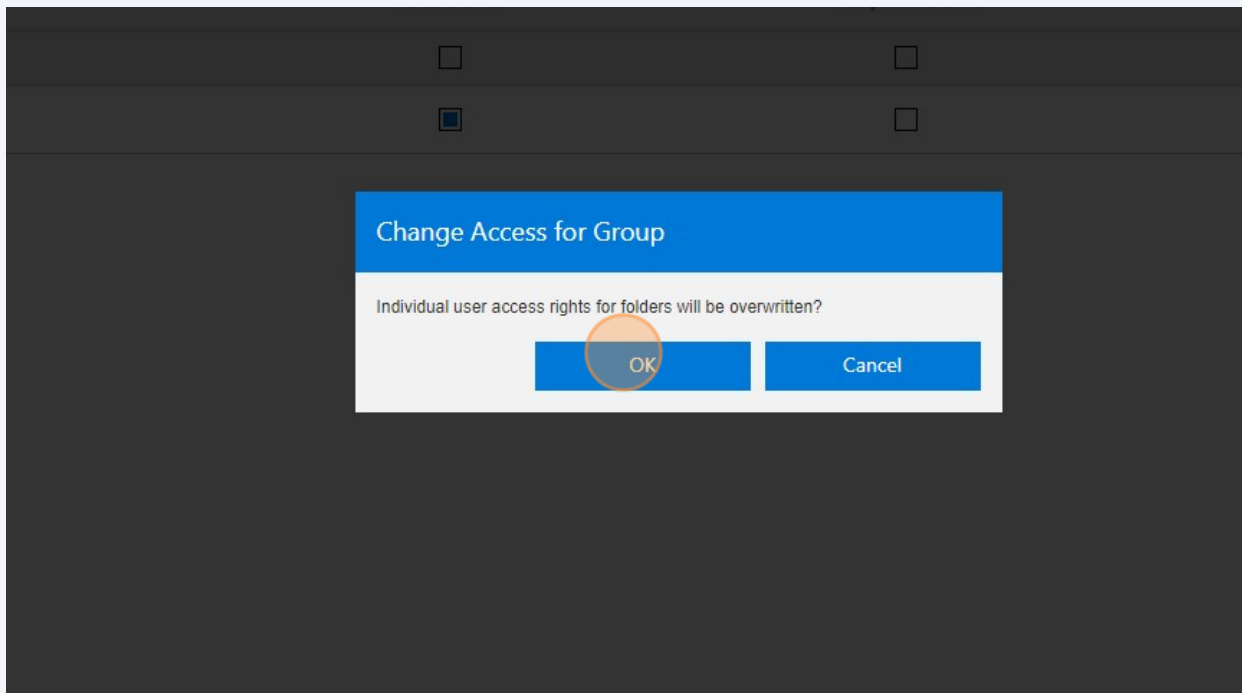
### 4 Select applicable access. Full access for read write and edit access, template access to only create new document for that folder and read only for read only access.



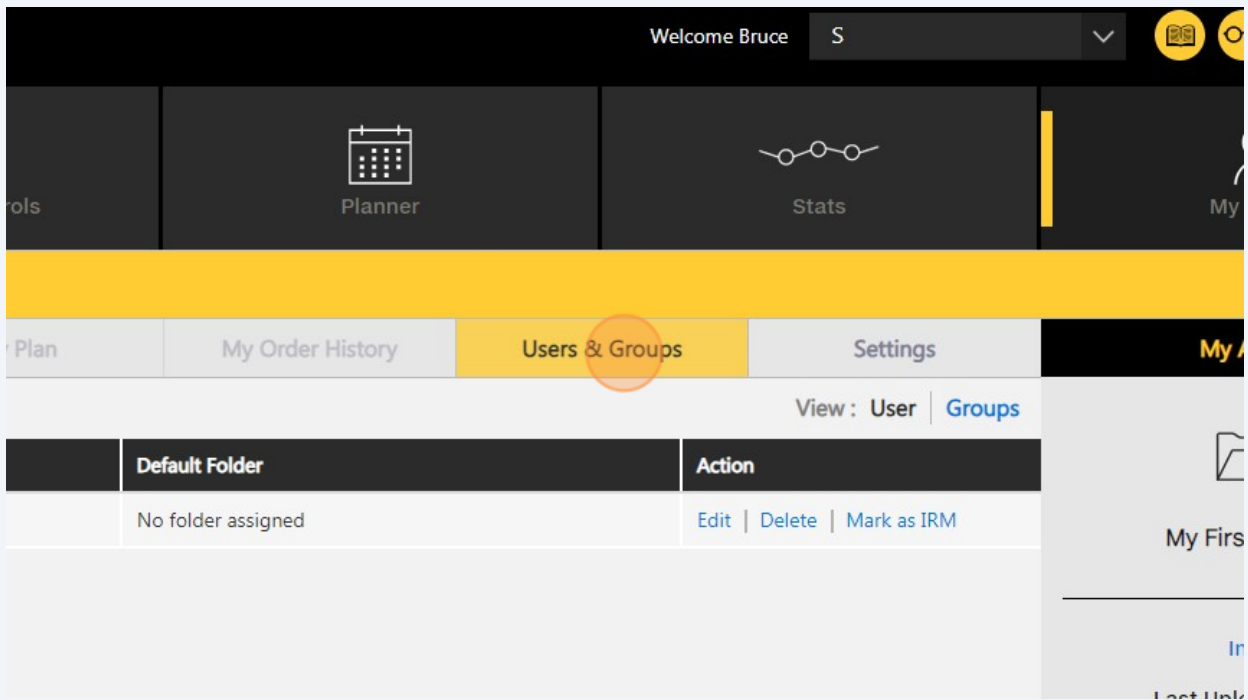
5 Click "Update Access"



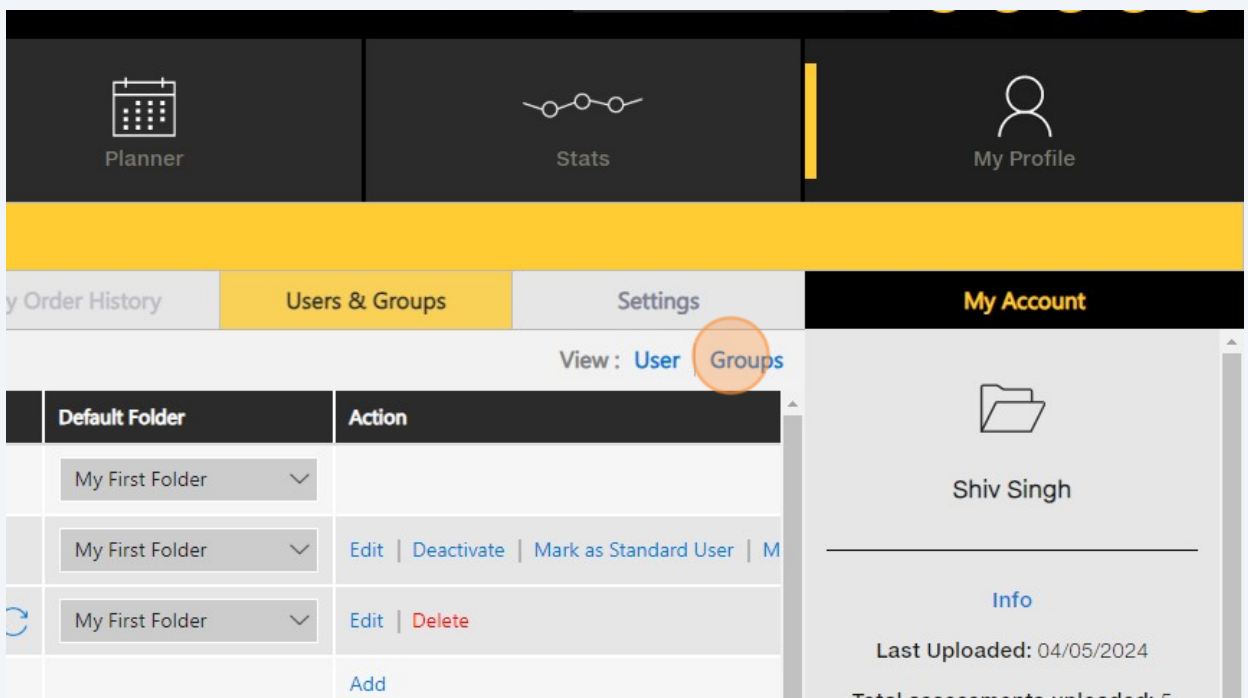
6 Click "OK"



7 Now go to "Users & Groups" in "My Profile"

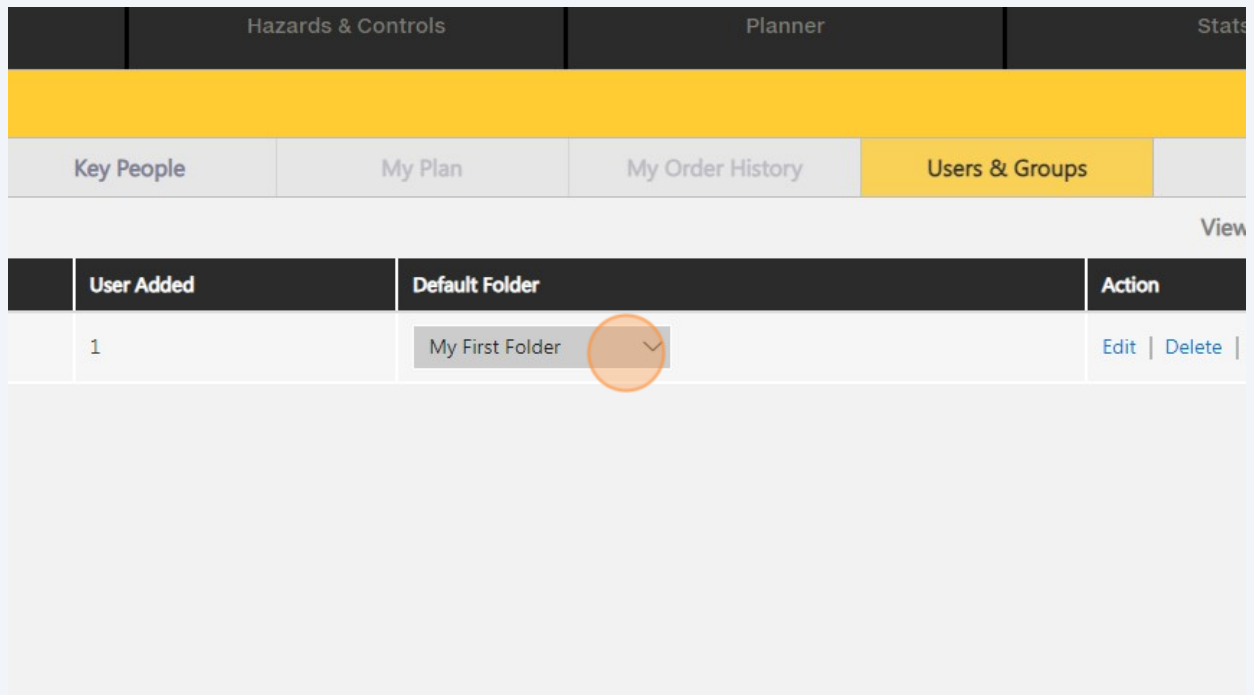


8 Click "Groups"




9

you will now see you have a drop down option. Click "My First Folder" you can now select the applicable folder.

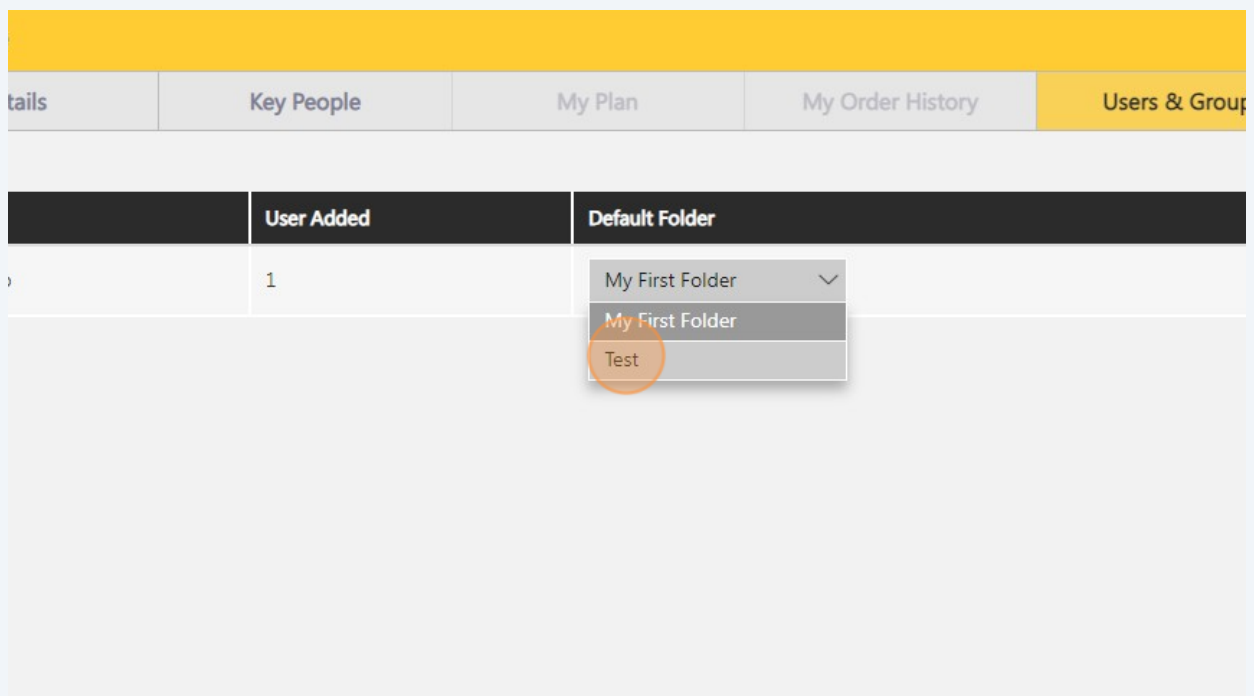


The screenshot shows a web application interface with a navigation bar at the top containing "Hazards & Controls", "Planner", and "Stats". Below the navigation bar is a yellow header bar. Underneath is a secondary navigation bar with tabs for "Key People", "My Plan", "My Order History", and "Users & Groups". The "Users & Groups" tab is active. Below this is a "View" button. The main content area features a table with the following structure:


	User Added	Default Folder	Action
	1	My First Folder 	<a href="#">Edit</a>   <a href="#">Delete</a>

10

Select your folder



The screenshot shows the same web application interface as in step 9, but with the dropdown menu for the "Default Folder" column open. The dropdown menu contains three options: "My First Folder" (with a downward arrow), "My First Folder", and "Test". An orange circle highlights the "Test" option.

	User Added	Default Folder	Action
	1	<ul style="list-style-type: none"><li>My First Folder </li><li>My First Folder</li><li>Test</li></ul>	

**11** Click "OK"

