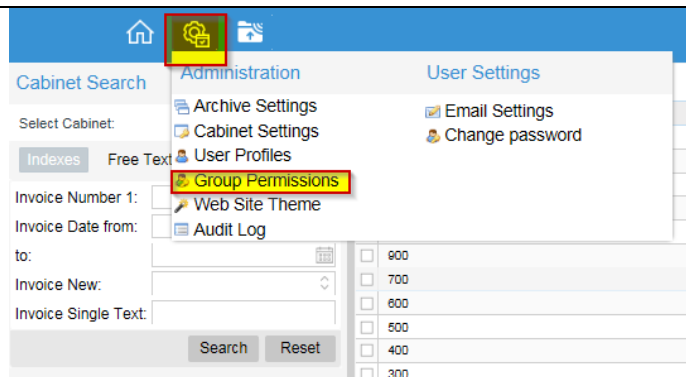


Index Filters

With Index filters users can be restricted to a subset of documents within a given Cabinet. Index filters must first be enabled for the Cabinet. Once enabled filters, can be configured for one or more Indexes.

Enable Index Filters

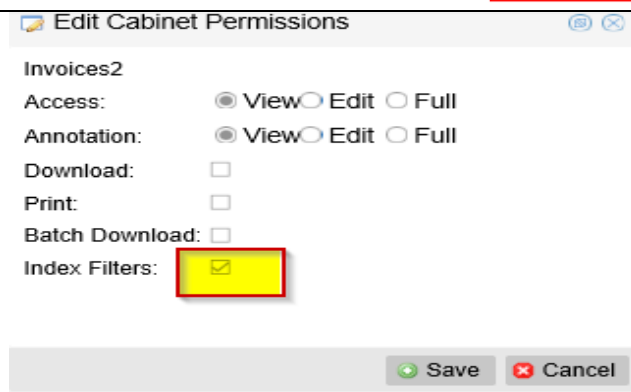
Under Settings, select Group Permissions.



Under the Management menu for the selected Group on right side, select Cabinet Permission.



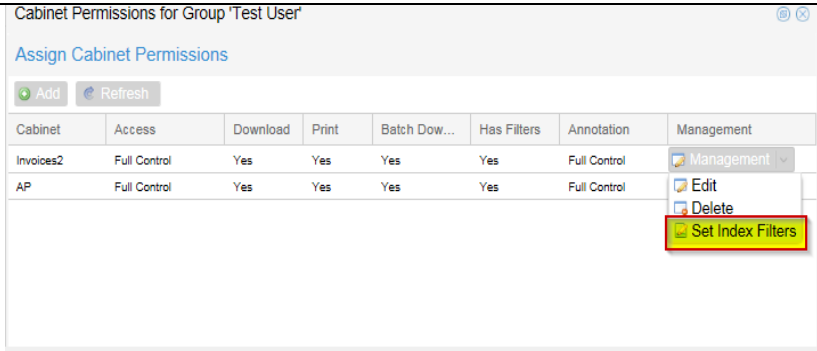
Enable Index Filters for Each Cabinet.



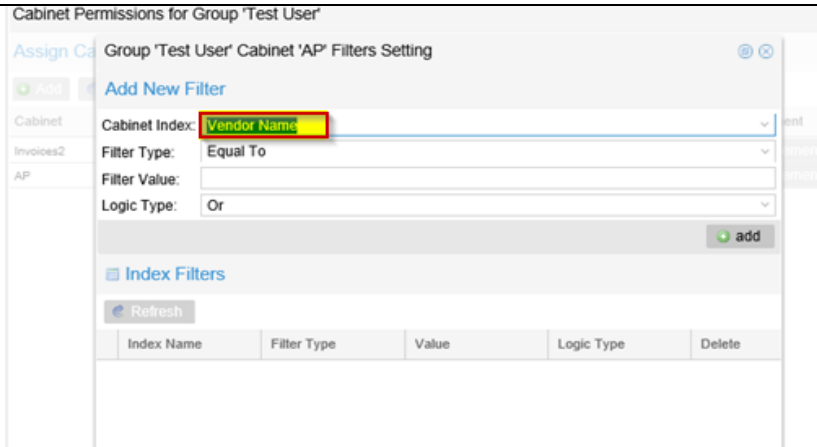
Configure Index Filters

Index Filters

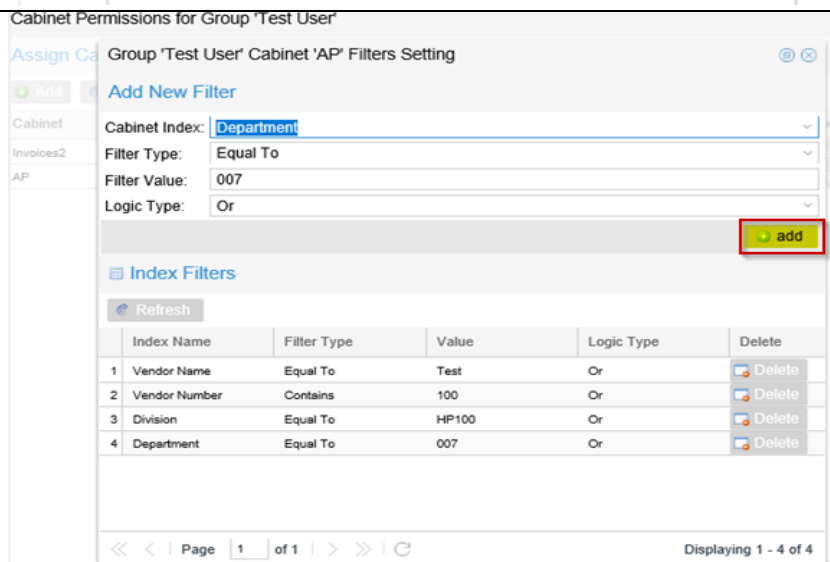
In Cabinet Permission, under the Management menu select Set Index Filters.



Select the Cabinet Index, Filter type, Filter and Logic Type values and then click Add.



Additional filters may be added to further restrict access.



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