


3.3.6 Securing a File

You can secure individual files that are in the Document Manager by requiring a Username and Password to access the Document.

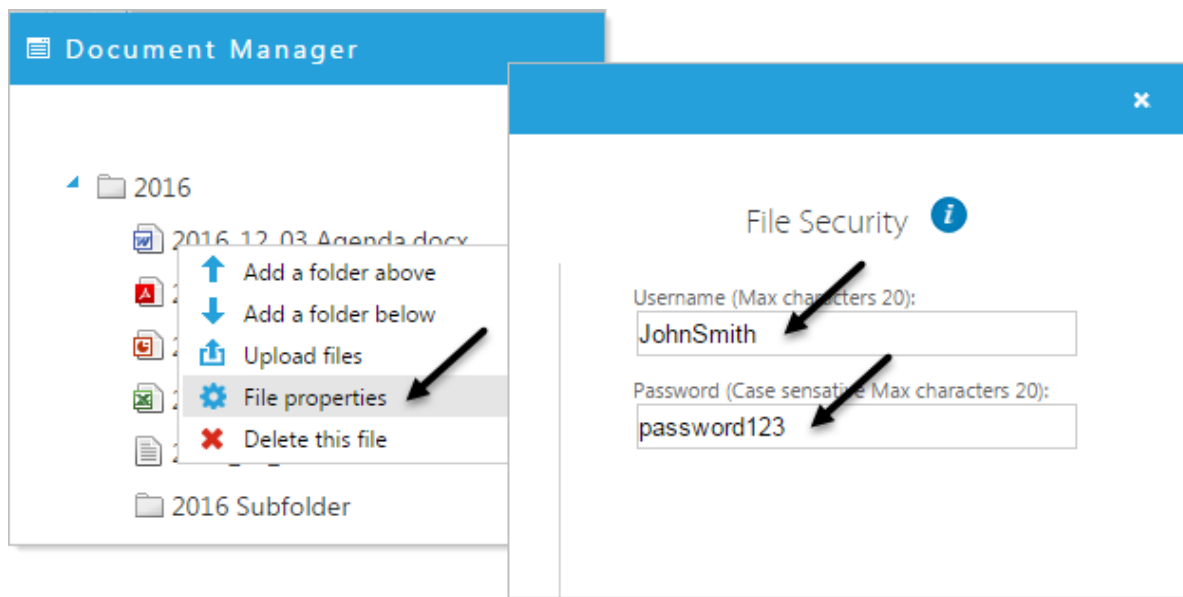
Click on the 'manage documents' icon .

Right click on the file you wish to secure.

Click 'File properties'.

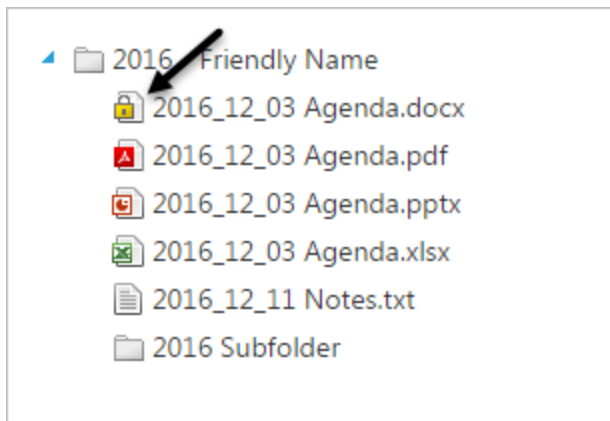
On the right-hand side, under 'File Security', type a username and password (NOTE: Please use a more secure password than 'password123').

Click 'Apply'



Click 'Save' to save your changes in the Document Manager window.

Now when you view the Document in the Document Manager and publicly the file will display with a secure icon.



On the published webpage, when the user clicks on secured file, a window will open, asking you for a username and password.