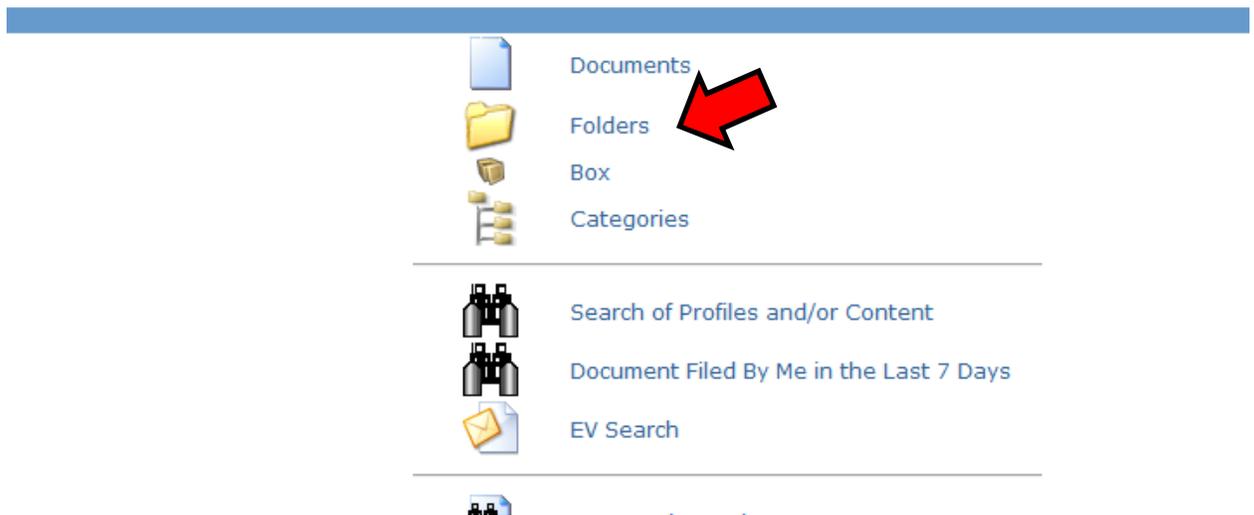


CHANGING FOLDER SECURITY WITHIN ERMS

1. Go to CARM / ARM Web Interface by selecting “My Records” within Outlook Folder structure:



2. From the CARM / ARM Web Interface, select “Folders”



3. Search for folder title, by either typing full title or a partial title in the “folder title” block. If utilizing partial titles, you will need use the * either at the beginning or end depending on what is left out of the title. Example: If folder title is: “EMCBC – Weekly Reports” you can search either with full title or the following:

- *weekly reports
- *weekly*

Category <All>
 Include Sub-Categories

Folder Title

In Redweld <All> ▾

Notes

Folder Type <All> ▾

Begin Date

End Date

Folder Owner <All>

Office Rights <All> ▾

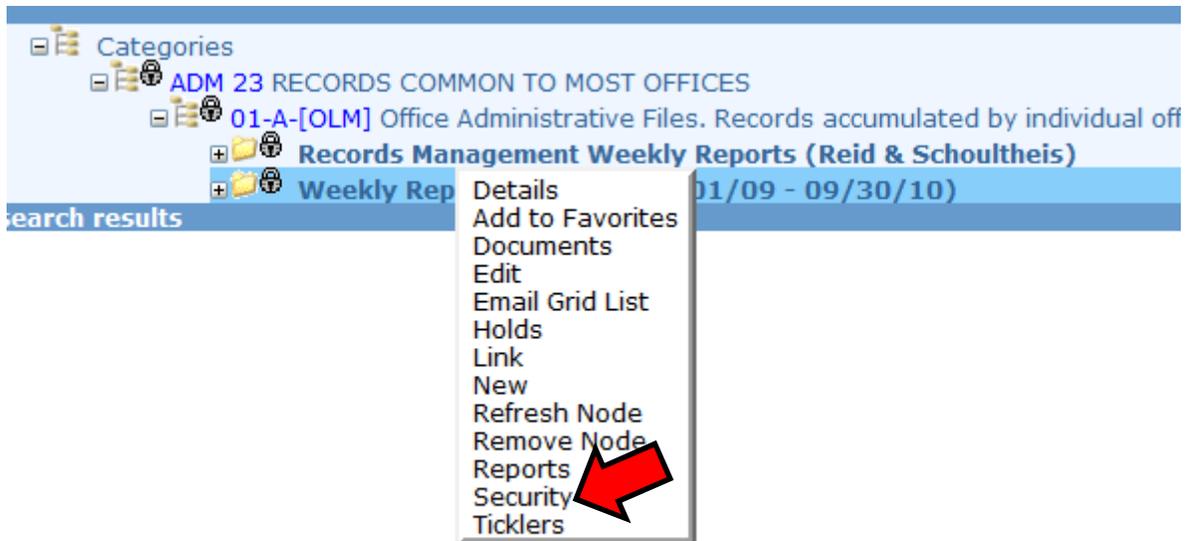
Date Created

Entered By <All>

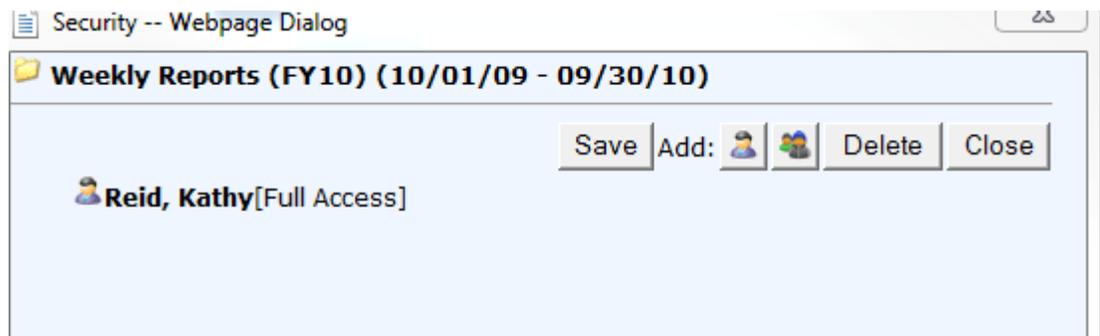
Hits Limit ▾ Sort by ▾ Show Tree

4. Prior to searching, also select the proper folder owner. If you prefer, you can just select folder owner which will provide a list of all your folders. From this list, you can select the proper folder that security needs to be changed.

Once folder is located, click on folder and select "security"



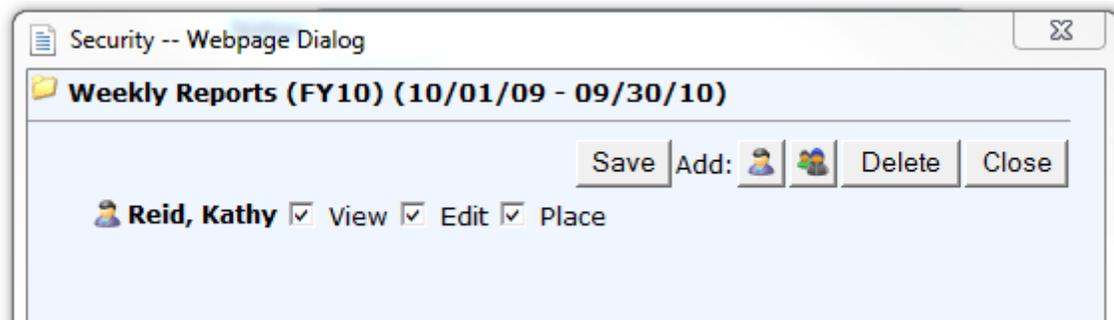
A security webpage dialog box will appear,



5. You can add or remove individuals and/or groups from this dialog box.



6. Once you have selected the individual(s) and/or groups, you can also select the proper level of security (e.g., full access, view, edit and place).



- Selection of view, edit and place gives full access.
- Selection of view, allows individual(s) and/or groups to “view” the records.
- Selection of edit, allows individual(s) and/or groups “edit” the folder and records within utilizing revision/rendition.
- Selection of “place” allows individual(s) and/or groups to place records within the folder.

See your Records Management Field Officer (RMFO) for any questions to ensure security is properly set.