

Firm Central – Transcript

How to Grant Access and Permissions in Firm Central

Hi, my name is Sumner, and I'm gonna spend the next few minutes going over ways to manage user access to matter files in Firm Central.

To grant or deny this access, the Firm administrator would have to add the person to the matter team. One way to do this is to click into a particular matter, and on the right hand side of the matter profile page, click on the Edit button. At this point, the firm administrator can select what level of access each user should have. Owner rights; Editor rights; Read Only rights; or Denied Access.