

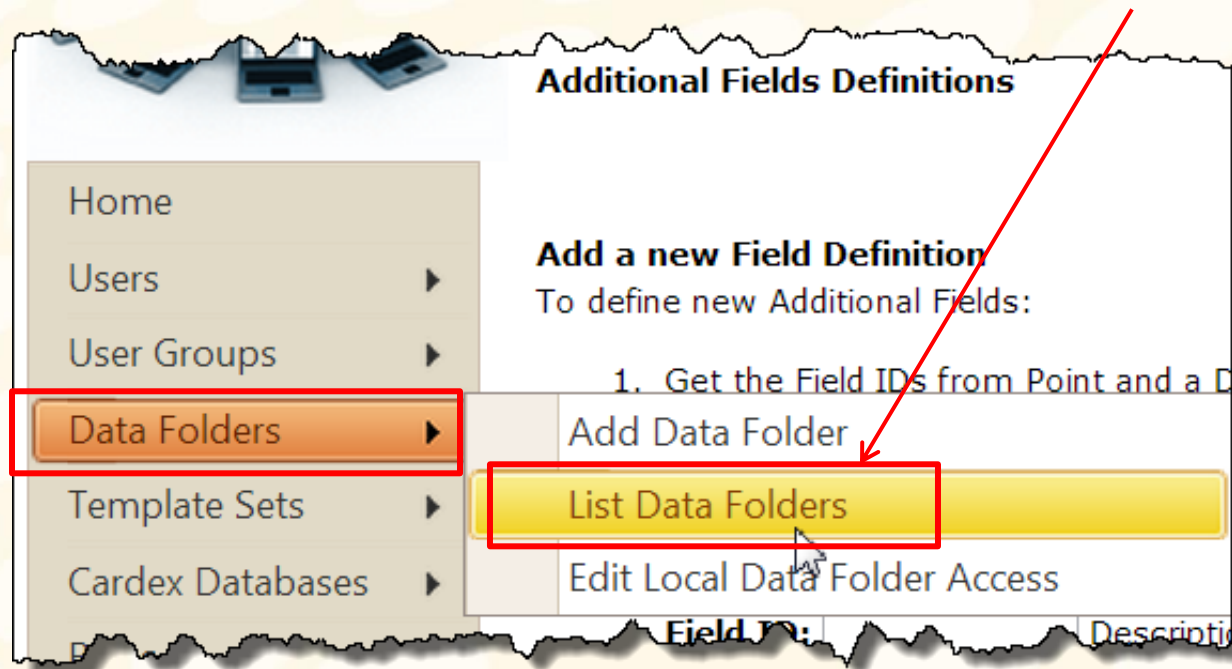


Assigning Rights to a Data Folder

Assigning user or user group access rights to a data folder



1. Log into your PointCentral Administration site.
2. From the left Navigation Menu, go to **Data Folders** , then **List Data Folders**.



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3. Click **Edit** next to the Data Folder to which you are assigning access rights.

PointCentral List Data Folders

PointCentral Data Folders
To sort the list of PointCentral Data Folders, click the column title. To edit data folder information or access rights, click **Edit**. Add data folders on the [Add Data Folder](#) page.

Order			Edit	Data Folder Name	Path
5	▲	▼	Edit	Atlanta Archived	D:\Program Files\Calyx Software\PointCentral\filesync\DataFolders\Atlanta-Archived\
6	▲	▼	Edit	Atlanta Processing	D:\Program Files\Calyx Software\PointCentral\filesync\DataFolders\Atlanta-Processi
7	▲	▼	Edit	Atlanta Prospect	D:\Program Files\Calyx Software\PointCentral\filesync\DataFolders\Atlanta-Prospec
8	▲	▼	Edit	Dallas Archived	D:\Program Files\Calyx Software\PointCentral\filesync\DataFolders\Dallas-Archived\
9	▲	▼	Edit	Dallas Processing	D:\Program Files\Calyx Software\PointCentral\filesync\DataFolders\Dallas-Processing\
10	▲	▼	Edit	Dallas Prospect	D:\Program Files\Calyx Software\PointCentral\filesync\DataFolders\Dallas-Prospect\
11	▲	▼	Edit	Houston Archived	D:\Program Files\Calyx Software\PointCentral\filesync\DataFolders\Houston-Archived\
12	▲	▼	Edit	Houston Processing	D:\Program Files\Calyx Software\PointCentral\filesync\DataFolders\Houston-Processing\
13	▲	▼	Edit	Houston Prospect	D:\Program Files\Calyx Software\PointCentral\filesync\DataFolders\Houston-Prospec
14	▲	▼	Edit	Los Angeles Processing	D:\Program Files\Calyx Software\PointCentral\filesync\DataFolders\Los-Angeles-Processing\
15	▲	▼	Edit	Los Angeles Prospect	D:\Program Files\Calyx Software\PointCentral\filesync\DataFolders\Los-Angeles-Prospect\
16	▲	▼	Edit	Miami Archived	D:\Program Files\Calyx Software\PointCentral\filesync\DataFolders\Miami-Archived\

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4. Beneath the **Edit Data Folder** screen, you will see the **Group Access Rights** and the **User Group Access Rights** options.

Edit Data Folder	
Data Folder Name	<input type="text" value="Atlanta Processing"/>
Order	<input type="text" value="6"/> Order in which Data folders appear in Point clients
Path	D:\Program Files\Calyx Software\PointCentral\filesync\DataFolders\Atlanta-Processing\
Notes	<input type="text"/>
Auto File Naming	<input type="checkbox"/> Enable Prospect Auto File Naming Prefix: <input type="text"/> Use Year: <input type="text" value="4 digits"/> Use Month: <input type="text" value="2 digits"/> Use Day: <input type="text" value="2 digits"/> Use Counter: <input type="text" value="3 digits"/> <input type="checkbox"/> Enable Borrower Auto File Naming Prefix: <input type="text"/> Use Year: <input type="text" value="4 digits"/> Use Month: <input type="text" value="2 digits"/> Use Day: <input type="text" value="2 digits"/> Use Counter: <input type="text" value="3 digits"/>

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5. User Group Access Rights for this Data Folder are listed below. Click on **Edit** to view or change a group's access rights or click on Add User Group Access Rights to add a user group's rights. ..

Group Access Rights
User Group Access Rights for this Data Folder are listed below. Click on **Edit** to view or change a group's access rights.

1

User Group Name	Edit	Delete
Managers (Data Folders Group)	Edit	Delete
Originators (Data Folders Group)	Edit	Delete
Processors (Data Folders Group)	Edit	Delete

[Add User Group Access Rights](#)

User Access Rights
User Access Rights for this Data Folder are listed below. Click on **Edit** to view or change a user's access rights.

No User Access Rights have been assigned to this folder.

1

User ID	Full Name	Edit	Delete
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[Add User Access Rights](#)

6. User Access Rights for this Data Folder are listed above. Click on **Edit** to view or change a user's access rights or click on Add User Access Rights to add a user's rights. .

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7. In the **Add Access Rights** window, select the desired rights that you want to add to either the specified group or to the specified user.

PointCentral Add Access Rights

On this page you may define additional user group access rights on the **Atlanta Processing** folder.

User Group Name	
<input type="radio"/>	Template Managers (Template Group Only Read/Write Access)
<input type="radio"/>	Template Users (Template Group Only Read Access)

Folder Security

Loan Security

Loan View All Loans This Originator or Processor and/or Other Users' Loans

Other Users' Loans

Loan Access Edit Read-Only

Conversation Log

Add Items
 Edit Items
 Delete Items

Document Storage

Add Documents Email Documents
 Edit Documents Print Documents
 Delete Documents Save Documents

Loan Management

Copy Loans Delete Loans Export Fannie 3.2 File

When your selections are complete, select the appropriate button at the bottom of the rights section.

OR

PointCentral Add User Access Rights

Add Access Rights for a user to the **Atlanta Processing** data folder by selecting the User, desired access rights, and clicking the **Add User Access Rights** button.

	User ID	User Full Name
<input type="radio"/>	admin	admin
<input type="radio"/>	focusit	focusit
<input type="radio"/>	LO	LO
<input type="radio"/>	processor	processor

Folder Security

Loan Security

Loan View All Loans This Originator or Processor and/or Other Users' Loans

Other Users' Loans

Loan Access Edit Read-Only

Conversation Log

Add Items
 Edit Items
 Delete Items

Document Storage

Add Documents Email Documents
 Edit Documents Print Documents
 Delete Documents Save Documents As

Loan Management

Copy Loans Delete Loans Save As Export Fannie 3.2 File

System questions or issues, please email : support@focusitinc.com
or call 480-346-1299 Option 1 (Hours of Operation are 7 days a week from 5:00 AM to 10:00 PM PST)



To reference the
Calyx Knowledge Base
for this topic,
use the link below.

[Assigning Rights to
a Data Folder...](#)

Helpful Links



Below are some helpful links to help you find your way around focusIT and Calyx.

Support Request Form

<http://www.focusitinc.com/submit-a-case>

or call us at (480) 346-1299 option 1 or email us at support@focusitinc.com

Other Helpful Links

- focusIT Support - <http://www.focusitinc.com/support>
- focusIT Contact Page - <http://www.focusitinc.com/ContactUs>
- focusIT Solutions Page - <http://www.focusitinc.com/solutions.html>
- focusIT Self Help Page - <http://www.focusitinc.com/selfhelp>
- Calyx Support - <http://www.calyxsupport.com/contact>
- Calyx Training - <http://www.calyxsoftware.com/support/training.asp> or <http://www.calyxsupport.com/Training>
- MyCalyx Webinar - <http://www.calyxsoftware.com/downloads/mycalyxunveiled.wmv> or <http://www.calyxsupport.com/MyCalyx>
- Calyx Knowledge Base - <http://kb.calyxsupport.com/kb>
- Calyx Message Board - <http://messageboard.calyxsupport.com>
- Calyx User Guide/ Download Page - <http://www.calyxsupport.com/downloads/index.htm>

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