EDMS Structure Management

EDMS allows Local Administrators to delegate structure creation, deletion, attachment and detachment to specific users.

**EDMS Object Structures**

Creating new structure objects is always done via the ‘Structure’ tab in EDMS. Below is a diagram of the possible object structures in the system and an example of a structure.

![Structure Diagram](image)

**The Structure Manager role**

EDMS’s default access rights setup allows users to create documents and work with them, while Local Administrators set up the contexts, access rights and structures users create these documents in. Now, Local Administrators can delegate the creation, deletion, attachment and detachment of projects and items to expert users. Note that context and access rights set-up is reserved only for Local Administrators, thus the structure manager only works with projects and/or items within a structure but does not do any setup.

**Granting a Structure Manager role**

The Local Administrator grants the ‘Structure’ access rights directly in the access group of the project by changing the red cross icon next to a username to a green tick by clicking on it. On the other hand, to remove a role simply click on a green tick to change it back to a red cross.
The result in the EDMS interface will be the following:

Allowing the users who have the ‘Structure Manager’ flag use the functionality under the **Structure** tab;
Note that the role works per access group. I.e. once you grant the role to a user, she/he will have access to manage the structure of only projects and/or items using the access group in which the user has the flag. In addition, the user group in which the user has the flag needs to have at least write access on the given project/item.

This means that the role is applicable to a user in given access group, not to the user everywhere in EDMS.

**Whom is it for?**

The structure management role is best granted to have an awareness of how EDMS contexts and access rights work. Creating a new project in a structure allows the user to either choose to inherit the context and access rights of the parent or select a new one, thus the user has to be aware of the consequences of taking this decision.

In case you have any questions, remarks or proposals with regards to this functionality, please contact our support team at EDMS.Support@cern.ch