



TIME-BASED ACCESS

FOR EXTENDED ECM

Part of the
Management Suite for Extended ECM



The ultimate solution for granting temporary access to content in Extended ECM that automatically expires.

- Invoke Time-Based Access directly from the Extended ECM function menu.
- Display icons and tooltips identify where temporary access is granted.
- Use standalone or integrated to Permissions Manager



Time-Based Access for Extended ECM allows authorized users to grant or modify access to users(s) on content for a specified period. Any person with sufficient privilege can revoke temporary access and a background agent automatically “retires” expired entries.

Simplify Your Temporary Access Needs with Time-Based Access

Time-Based Access enables content owners to grant specific access levels for a defined period, either through the Extended ECM function menu or the Permissions Manager dashboard. This feature allows you to easily assign users, specify access levels, set expiration dates, and provide a reason for temporary access.

When integrated with Permissions Manager, Time-Based Access enhances both functionality and ease of use.

It seamlessly appears in key areas such as the edit permissions page, effective permissions filter, and permissions search and replace user sections. Tooltips and a distinctive display icon clearly indicate where Time-Based Access has been applied, ensuring better oversight.

Users with sufficient privileges can revoke temporary access at any point, while a background agent automatically removes expired entries for efficient management.



Common Business Scenarios

Have you ever needed to grant a user or group temporary access to documents? For example, when authoring an annual report, you might need input from multiple collaborators. As the document owner, you can temporarily grant access to your team for content input.

A similar situation occurs with engineering documents, where you may need to elevate permissions from “see/see contents” to “modify” before requesting comments and markups. It’s also useful in an RFI/RFP process, where procurement packages and drawings are available for brief review by bidders. When creating a Standard Operating Procedure (SOP), you can publish the latest version with temporary access and automatically revoke access to older ones.

TIME-BASED ACCESS FOR EXTENDED ECM KEY FEATURES

Seamless Integration

Time-Based Access is fully integrated into the Permissions Manager dashboard and Extended ECM function menu, allowing for easy access and management within the existing system.

Temporary Access Control

Users can grant specific levels of access to documents for a defined period, and set expiration dates directly from the item or Permissions Manager interface.

Automatic Expiry Management

A background agent automatically retires expired access entries, ensuring that temporary permissions are revoked without requiring manual intervention.

User-Friendly Interface

The integration includes display icons and tooltips that clearly indicate where Time-Based Access has been applied, making it easy for users to manage and monitor temporary permissions.

Enhanced Search Capabilities

The Permissions Manager’s search feature allows users to quickly find and filter documents where Time-Based Access is granted, providing better oversight and control.

Privilege-Based Revocation

Any Extended ECM user with sufficient privileges can revoke temporary access at any time, offering flexibility and control over document security.

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