
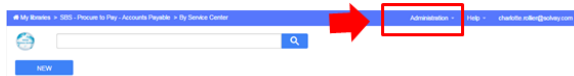
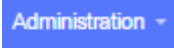


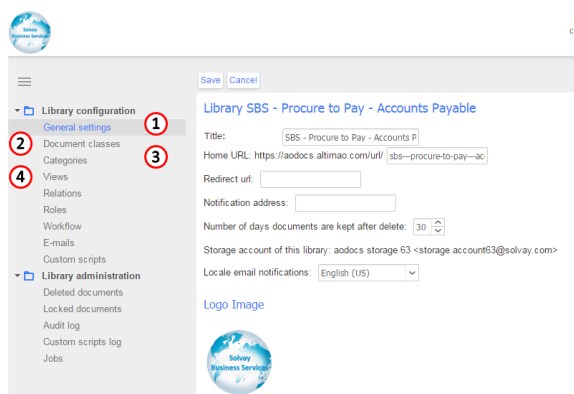
# SBS - Procure to Pay - Admin

 Access the library [SBS - Procure to Pay - Accounts Payable](#) or [SBS - Procure to Pay - Country Specificities](#)

From the homepage you can administrate the library by clicking



- 1. Library Administration ..... 2
- 2. Library Security ..... 3



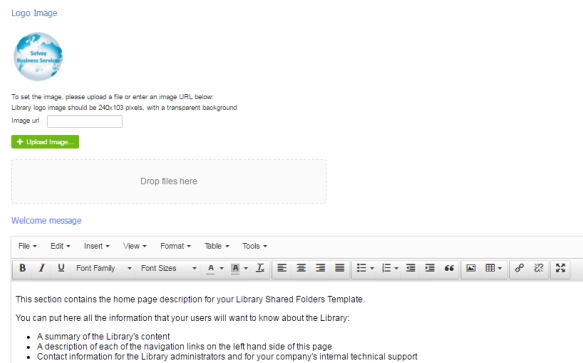
# 1. Library Administration

Click **Library administration** to

- 1. Update the home page of the library ..... 2
- 2. Update document classes ..... 2
- 3. Update categories ..... 2
- 4. Manage views & filters ..... 2

## 1. Update the home page of the library

Click "General Settings" to update the logo & the home page of the library



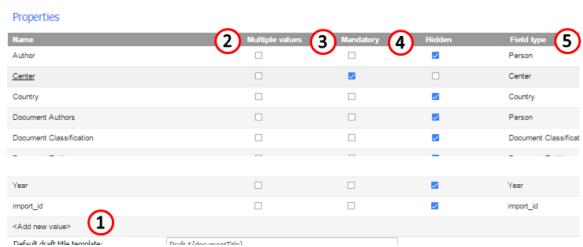
## 2. Update document classes

You can add and maintain document classes (=properties) by clicking "Document classes"

(Document classes are required when a new document is uploaded)

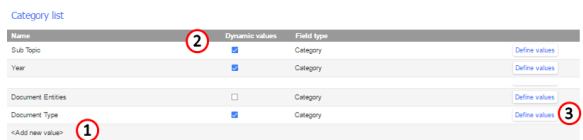
You can:

1. add a new value
2. Enable Multiple values (when ticked)
3. Tick if the field is mandatory
4. Tick if you want to hide the field
5. Select the field type (it can exist or you can create a new one = new category)



## 3. Update categories

1. You can create a new category
2. Tick "Dynamic values" to enable users to create new values
3. Click "Define values" to create a list of values

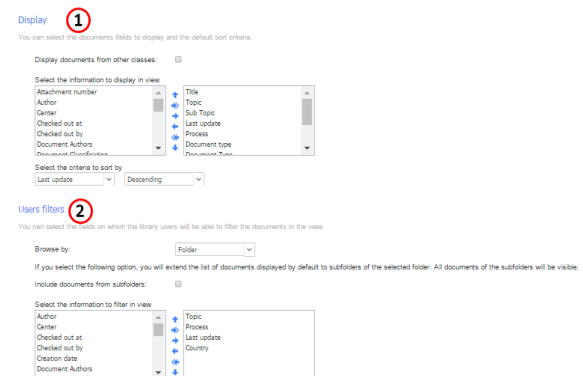


## 4. Manage views & filters

1. Click on an existing view to update it
2. Click " Add new value" to create a new view
3. Select the default view



1. Select the information to display in the view
2. Select the information to filter in the view



## 2. Library Security

### Library security

Select **Library security** to manage authorizations

Permissions are managed using google groups:

- users in the group **\$AODocs.PtP Accounts Payable-Admins** can administrate the library
- users in the group **\$AODocs.PtP Accounts Payable-Contributors** can contribute (=upload/update documents)
- users in the group **\$AODocs.PtP Accounts Payable-Readers** can only read contents

Manage google groups [here](#)

Go to the group you want to update, select "Manage"

Select "Direct add members"

Enter the email of the person you want to add and click

**Add**

**Library security**

Security Settings | **Administrators** | Root Folder permissions

The permissions listed below only apply to the Library's root folder. Files and subfolders inside the library may have different permissions based on what is defined by any user who can Edit these files and subfolders.

Who has access to this folder

Only specified users have access to the library. Visibility

Group	Permissions
SAODocs.PtP Accounts Payable-Admins	Can Edit
SAODocs.PtP Accounts Payable-Contributors	Can Edit
SAODocs.PtP Accounts Payable-Readers	Can View

**\$AODocs.PtP Accounts Payable-Contributors** Shared privately

0 of 0 topics ✖ **Manage** Members · About

This group does not have a welcome message.  
[Add welcome message](#)

**Groups** ← **Add**

**\$AODocs.PtP Accounts Payab...**

Please use this feature carefully. Only add people you know. Using this feature for sending unwanted emails is prohibited.

Enter email addresses to add as members

Separate email addresses with commas. Each person will immediately become a member and can start posting.






Write a welcome message

Members

- All members
- Invite members
- Direct add members**
- Outstanding invites
- Join requests

## Workflow history

This view shows the 5 most recent entries. The complete workflow log is available from the 'Document Activity' menu item.

Sept 13, 2017	Actor	Type	Activity	Version
Published	 Gaetan ANDRIA	State	changed state to <b>Published</b> at 10:05 am	v7
To be approved	 Gaetan ANDRIA	State	gave <i>Approvers</i> approval at 10:05 am	
<b>Aug 12, 2017</b>				
	 Comala Document Management	State	changed state to <b>To be approved</b> at 10:55 am <i>State Expired</i>	v7
<b>Aug 07, 2017</b>				
Published	 Marc Claustre	State	changed expiry date to '12 Aug, 2017 09:34 am' at 9:34 am	
		State	changed state to <b>Published</b> at 9:34 am (Space Initialization)	v7
Draft	 Marc Claustre	State	gave <i>Approvers</i> approval at 9:34 am	