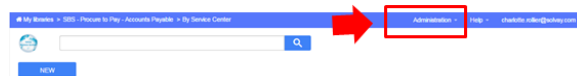


SBS - Procure to Pay - Admin

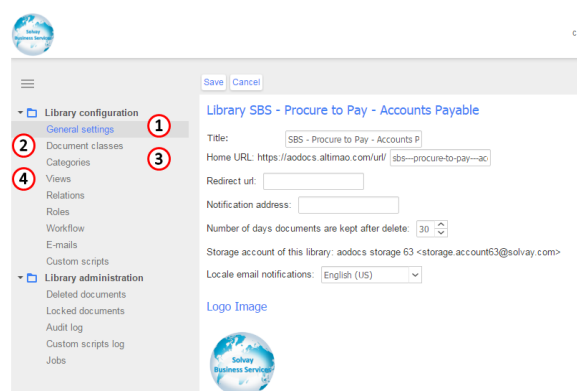
 Access the library [SBS - Procure to Pay - Accounts Payable](#) or [SBS - Procure to Pay - Country Specificities](#)

From the homepage you can administrate the library by clicking

Administration



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



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

