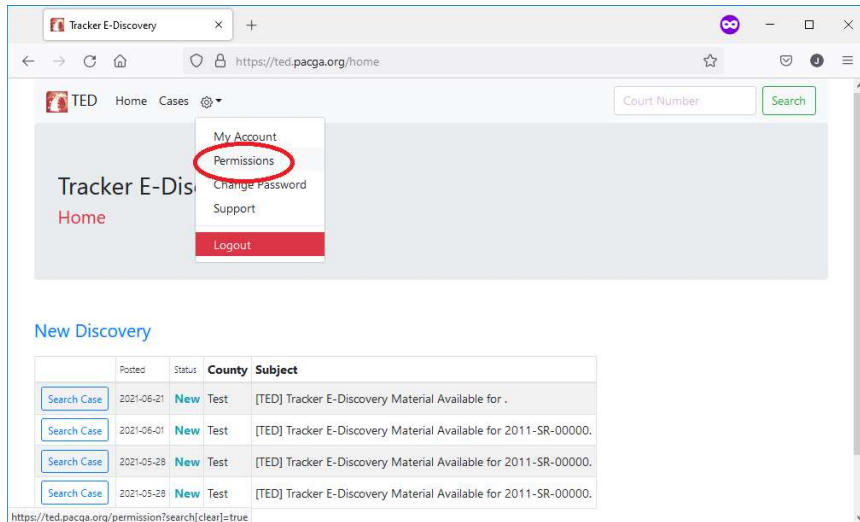


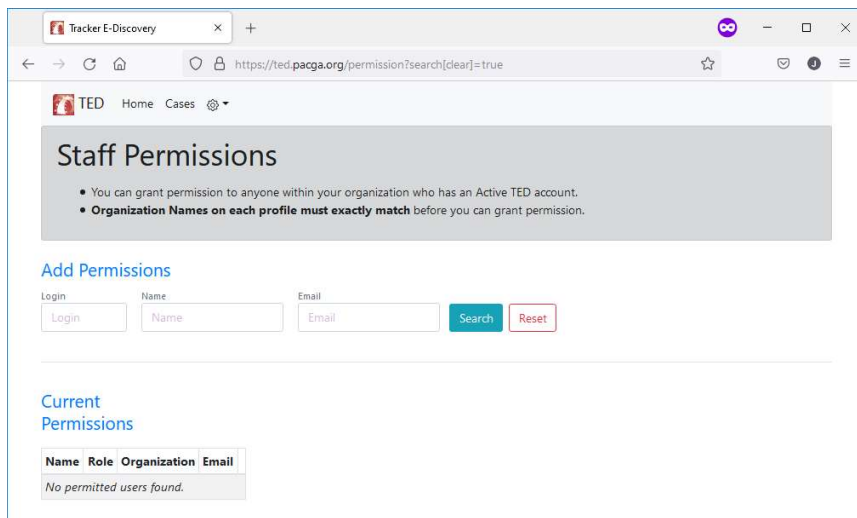
## Permissions

By default, you are the only one that can access and download discovery that is sent to your bar number. The TED permissions feature allows you to grant permission to your designated staff to receive and download discovery on your behalf. Select “Permissions” on the settings menu.



## Staff Permissions Page

You can grant discovery permission to anyone in your organization who has registered an active TED account. Your staff will not be able to access and download discovery on your behalf until they are first granted permission on this page. You can come back to this page at any time to add, remove, or view current permissions.



## Add Permission

Before you can grant permissions to a staff person, both yours and the staff person's profiles must have an exactly matching organization name. You can set your organization name from the settings menu on the My Account page.

The screenshot shows the 'Account Profile' page for a user named Frank Tree. The 'Organization' field is set to 'Demo Law Firm, LLC.' and is circled in red. Below the form are 'Save' and 'Cancel' buttons.

Login	0001
Role	Defense Attorney
Bar Num	0001
Email	<input type="text" value="jay+defense@riverside.net"/>
First Name	Frank
Last Name	Tree
Organization	Demo Law Firm, LLC.

After you have made sure that the organization names match, come back to the Permissions page, and search for your staff person by login, name, or email address:

The screenshot shows the 'Staff Permissions' page. Under the 'Add Permissions' section, the 'Name' field contains 'jane' and the 'Search' button is circled in red. Below this is a table with one entry for Jane Goodall.

**Staff Permissions**

- You can grant permission to anyone within your organization who has an Active TED account.
- Organization Names on each profile must exactly match** before you can grant permission.

**Add Permissions**

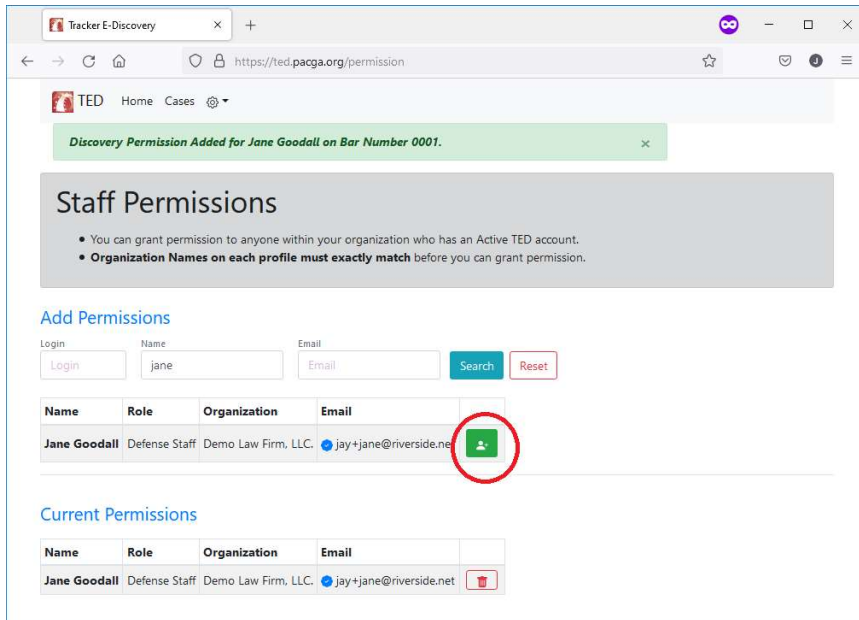
Login:  Name:  Email:

Name	Role	Organization	Email
Jane Goodall	Defense Staff	Demo Law Firm, LLC.	<a href="mailto:jay+jane@riverside.net">jay+jane@riverside.net</a>

**Current Permissions**

Name	Role	Organization	Email
No permitted users found.			

When you have found your staff person, click the green add button to grant them permission to your discovery. They will be added to the “Current Permissions” list at the bottom of the page.



Any discovery-related action taken in the system by your staff with permission will be recorded under your account for purposes of discovery service.

## Remove Permission

When a staff person leaves your office, or any time you want to revoke discovery permission, use the red delete button in the Current Permissions list.

