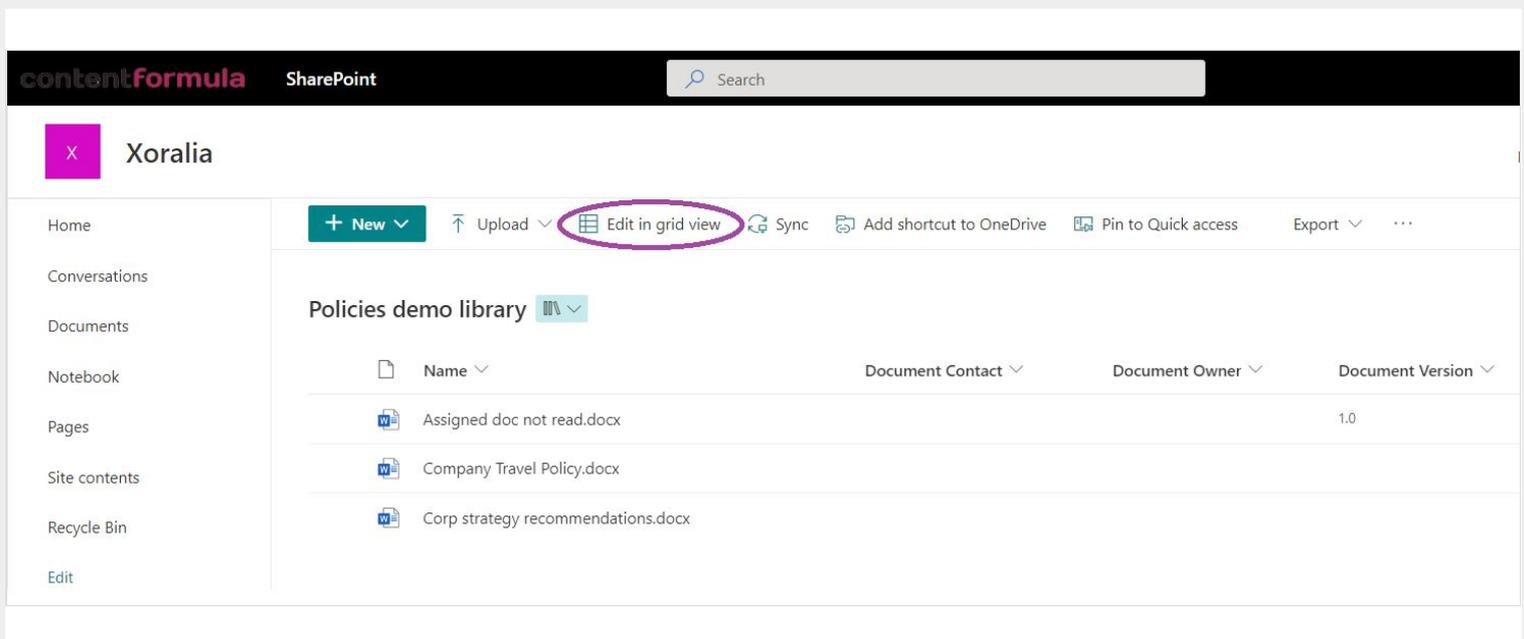


How to assign yourself or others as Document Owners

To be a Document Owner means the user will be able to assign the document to a user or groups to read in Xoralia. The metadata field that drives these permissions can be found in SharePoint. First, navigate to your SharePoint site and document library associated with Xoralia. You should see three columns which drive the access and data displayed in Xoralia, Document Contact, Document Owner and Document Version. Edit these columns using grid view.



The screenshot shows a SharePoint document library interface. At the top, there is a search bar and a navigation menu. The main area displays a table of documents in a grid view. The 'Edit in grid view' button is circled in purple. The table has columns for Name, Document Contact, Document Owner, and Document Version. The documents listed are 'Assigned doc not read.docx', 'Company Travel Policy.docx', and 'Corp strategy recommendations.docx'.

Name	Document Contact	Document Owner	Document Version
Assigned doc not read.docx			1.0
Company Travel Policy.docx			
Corp strategy recommendations.docx			

The Document Owner column is a People Picker field. Select as many Document Owners as you need within your Active Directory to manage the document within Xoralia. Giving people the Document Owner permission means they will be able to set expiry dates, assign documents, set read by dates and access document read history in Xoralia.

X Xoralia Private group ☆ Not following

Exit grid view Undo Sync Export to Excel Automate Integrate All Documents*

Policies demo library

Name	Document Contact	Document Owner	Document Version	Tags
Assigned doc not read.docx	Department name	Amber Oakes	1.0	Human Resource:
Company Travel Policy.docx	Example contact		2.0	Human Resource:
Corp strategy recommendations.docx				Finance: General Management: Operations: Sales:

Exit grid view once done, then wait a few minutes for Xoralia to sync and pull through the new permission level.