

# Assign someone to be able to create new folders or groups within a parent folder

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## Summary

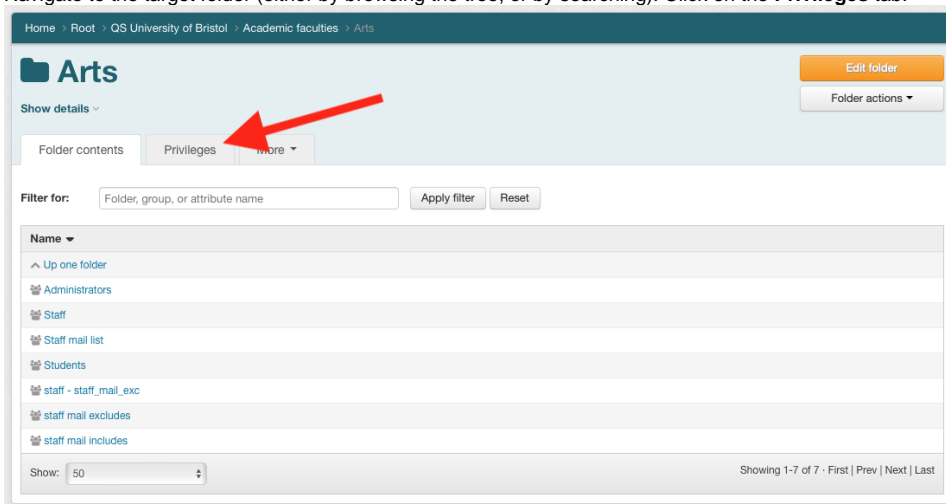
You can assign privileges to an entity or entities (individual users, or a group) to allow them to be able to create new objects within a folder.

## Privilege requirements

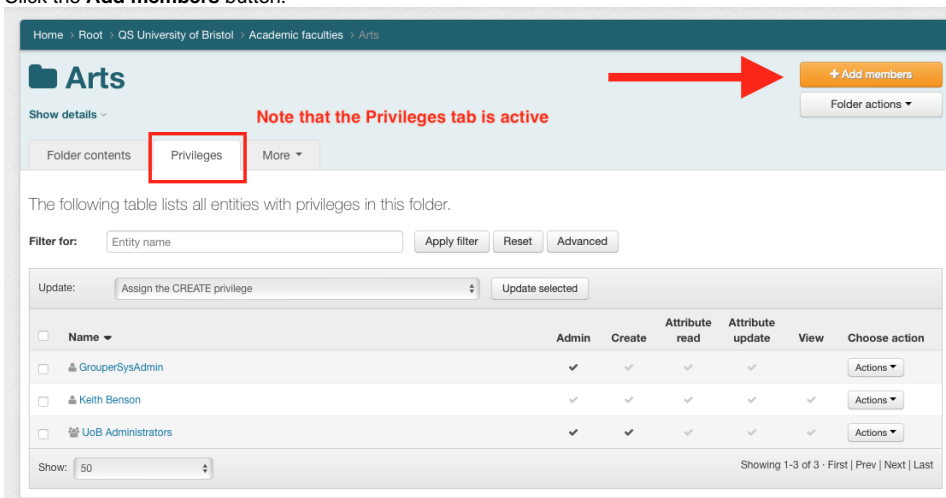
You need **ADMIN** privileges on the folder to be able to grant others permissions to create objects within the folder. If you are a Grouper sysadmin you inherently have this privilege on every group.

## Procedure

1. Navigate to the target folder (either by browsing the tree, or by searching). Click on the **Privileges** tab.



2. Click the **Add members** button.



3. Enter your search criteria in the **Member name or ID field**, and select the appropriate subject from the list. You can search for an individual person, or a group.

Home > Root > QS University of Bristol > Academic faculties > Arts

## Arts

+ Add members

Folder actions ▾

Member name or ID:

Assign these privileges:

Show details ▾

Folder contents Privileges

The following table lists all entities with privileges in this folder.

Barry Tarbuck  
Elizabeth Tarbuck  
Fiona Tarbuck  
Harry Tarbuck  
Ian Tarbuck  
Jane Tarbuck  
John Tarbuck  
Keith Tarbuck  
Margaret Tarbuck  
Monica Tarbuck  
Peter Tarbuck  
Steven Tarbuck

4. In the **Assign these privileges** section, select the **CREATE** privilege.

Home > Root > QS University of Bristol > Academic faculties > Arts

## Arts

+ Add members

Folder actions ▾

Member name or ID:

Enter an entity name or ID, or [search for an entity](#).

Assign these privileges: ☐ ADMIN ☒ **CREATE** ☐ ATTRIBUTE READ ☐ ATTRIBUTE UPDATE ☐ VIEW

Add

### Tip

The **ADMIN** privilege also allows creation of subfolder and groups within a folder, but also grants many other rights. Always choose the privilege that grants the least amount of access while still allowing the desired outcome.

5. Click the **Add** button. Click the **Add** button. Note that the selected person or group is now listed in the list of entities with privileges, with the appropriate privilege(s) assigned.

Home > Root > QS University of Bristol > Academic faculties > Arts

## Arts

+ Add members

Folder actions ▾

Member name or ID:

Enter an entity name or ID, or [search for an entity](#).

Assign these privileges: ☐ ADMIN ☒ **CREATE** ☐ ATTRIBUTE READ ☐ ATTRIBUTE UPDATE ☐ VIEW

Add

Show details ▾

Folder contents Privileges More ▾

The following table lists all entities with privileges in this folder.

Filter for:

Update:

<input type="checkbox"/>	Name ▾	Admin	Create	Attribute read	Attribute update	View	Choose action
<input checked="" type="checkbox"/>	Barry Tarbuck		✓			✓	Actions ▾
<input type="checkbox"/>	GrouperSysAdmin	✓	✓	✓	✓		Actions ▾
<input type="checkbox"/>	Keith Benson	✓	✓	✓	✓	✓	Actions ▾
<input type="checkbox"/>	UoB Administrators	✓	✓	✓		✓	Actions ▾

Show:

Showing 1-4 of 4 · First | Prev | Next | Last