

Document Repository Actions

Document repository actions, such as delete, cut, paste, and download link, allow you to manage documents and external information for your organization. A combination of document repository permissions and ownership type determines who can view, delete, cut, paste and move the objects in a document repository.

You can perform an action on a group or document collection using the actions dropdown list of a document repository root node or using the **More Actions** dropdown list. To perform an action on a document or web or network path reference, use the **More Actions** dropdown list from the document collection details page.

The linkage between a RiskVision object and document repository object (Document Collection, Document) will be preserved only when you add and move the same type of items, but not when you add one type of item and try moving the other type.

- The linkage is maintained when you add a document collection to an object and move the document collection from one group to another group; or, when you add documents to an object and move the documents from one document collection to another.
- The linkage is not maintained when you add a document collection to an object and move a document out of it. Linking to a document collection means the documents will be shown at the current point of time in the Documents tab of the linked object.