Modifying Ownership

When you create a group or document collection, all RiskVision users are assigned Reader ownership by default.

To assign ownership to a group:

1. Open RiskVision Compliance Manager.
2. Go to **Content > Document Repository**.
3. Select a group in the **Document Repository** node to display its details.
4. Select **Assign ownership** in the **Group actions** dropdown list and then perform step 4 and step 5 for assigning the ownership to a document collection.

To assign ownership to a Document Collection:

1. Open RiskVision Compliance Manager.
2. Go to **Content > Document Repository**.
3. Locate the group in the **Document Repository** node and click the document collection of interest to display its details.
4. Click the **Ownership** tab.

   Click **Add Owners**. The **Add additional owners** dialog box appears.

   Select the ownership type from the *Owner Type* dropdown list. To assign the ownership, select a single user in the Individual Owner dropdown list or a team in the Team Owner dropdown list, and click **OK**. Optionally, click **+** to search a user based on role if the user that you intend to assign the ownership is not in the list.

A group can have nested groups, whereas a document collection can hold only the files and web links/network links. You cannot create a group in a document collection.

To delete ownership:

1. Open RiskVision Compliance Manager.
2. Go to **Content > Document Repository**.
3. To delete the group ownership, locate and select the group, select **Assign ownership** in the **Group actions** drop-down list. Select the owner(s) and then click **Delete**.
4. To delete the document collection ownership, locate and select the document collection, and click the **Ownership** tab. Select the owner(s) and click **Delete**.