

ECM User Guide

Department Administrator – Reference for Controlling Document Permissions

(部门管理员-管控文档权限参考)

Ver: ITSC2026041001

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1. 登录系统 Login System

- (1) ECM是专业的文档和知识管理平台，实现非结构化数据的获取、存储、管理和共享。请通过网址：<https://ecm.bnbu.edu.cn> 访问ECM，或登录内网门户 <https://portal.bnbu.edu.cn> ,在应用区访问ECM。

ECM is a professional document and knowledge management platform. It enables the acquisition, storage, management, and sharing of unstructured data. Please visit: <https://ecm.bnbu.edu.cn> to access ECM, or log in via the BNBU portal <https://portal.bnbu.edu.cn> , access ECM in the application area.

- (2) 常规的文档上传、下载等操作请参考文档：ECM_User_Guide (User) ，部门管理员，针对文件夹的授权和共享管理，请参考本文档。
For regular operations such as uploading and downloading documents , please refer to the : ECM_User_Guide (User). Department administrators should refer to this guide for the folder authorization and sharing management.

2. 文件夹授权管理 Authorization Management

- (1) 概述：文档的权限体系是保密工作的重要体现之一。通过管控用户访问文档的不同颗粒度的权限，可以实现多种文档协作场景的权限需求。
Overview: The permission system of a document is a key aspect of maintaining confidentiality. By controlling user access at different levels of granularity, various document collaboration scenarios can be met.
- (2) ECM中可以设置文件夹和文件的权限，每个部门管理员可使用Excel等工具自行保存授权的记录；
场景举例：
A部门的管理员，可以查看和管理ECM系统内- [A]部门文件夹内所有子文件夹和文档，针对某个子文件夹[A-01]，授权另外一个职员B 有权参与管理

In ECM, permissions can be set for both folders and files. Each department administrator may use Excel or other tools to keep their records of authorization.

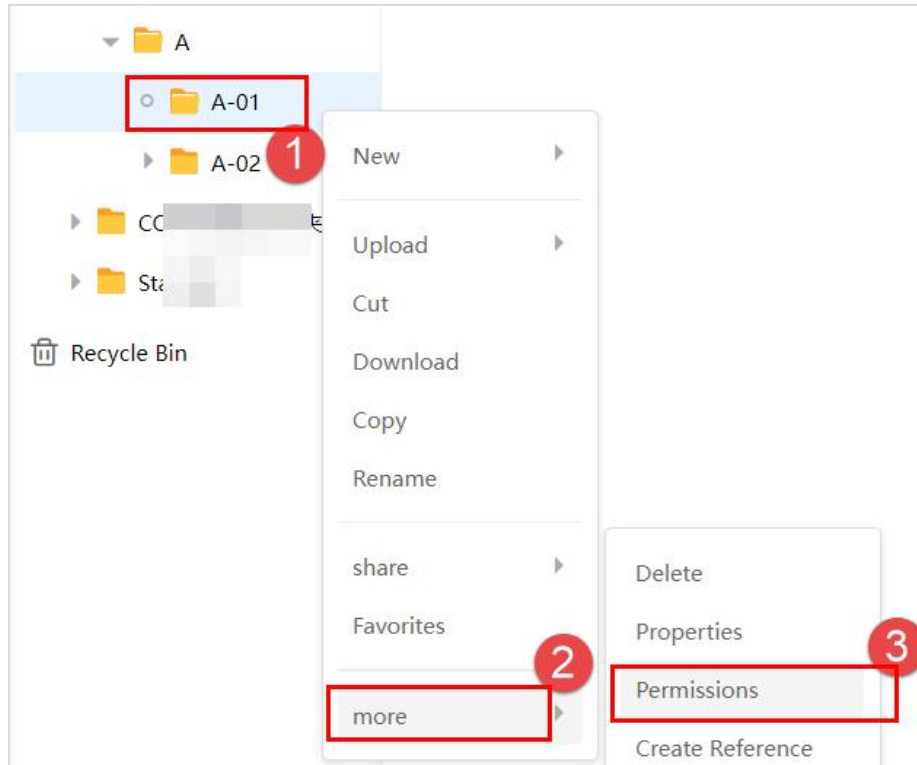
Example Scenario:

The administrator of Department A can view and manage all subfolders and documents within the [A] department folder in the ECM system
For subfolder [A-01], the administrator can authorize other staff B to participate in its management
E

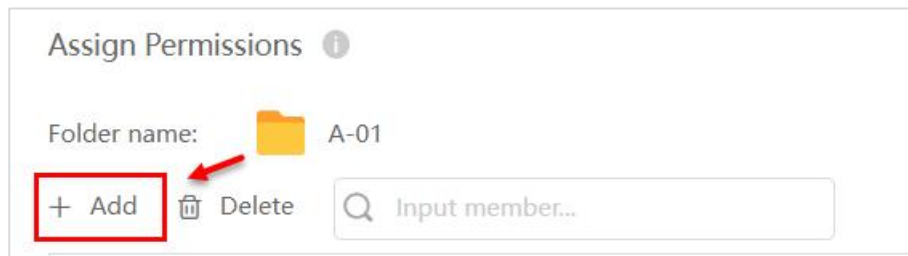
操作如下：

鼠标右键点击文件夹【A-01】 - 在【更多】菜单- 选择【权限】

Right Click on the folder [A-01] and in the [More] menu - select [Permissions]



点击添加
Click Add:

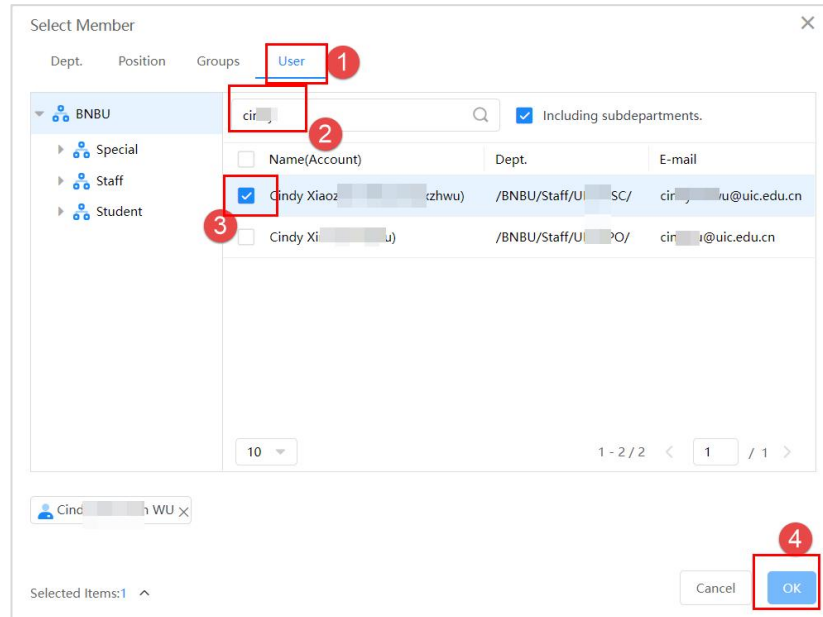


选择按用户查找（也可以按部门进行授权）

输入需要授权的职员电邮账号，点击确定或放大镜图标，进行查找，勾选需要的用户后，点击确定按钮：

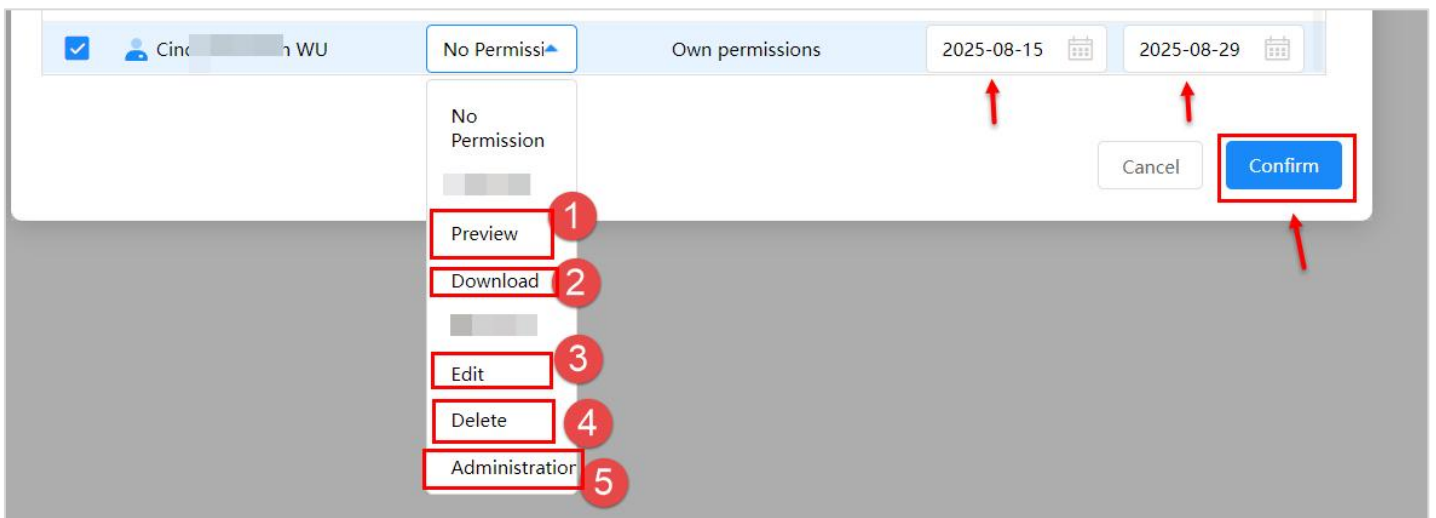
Select to search by user (Authorization can also be granted by department)

Enter the email account of the staff who requires authorization, click Enter or the magnifying glass icon to search, select the required user, and then click the OK button.



添加用户后，默认她的账号仍然是没有权限(不能查看到文件夹)，请根据需要授权：（可以设置授权的生效日期和结束日期）

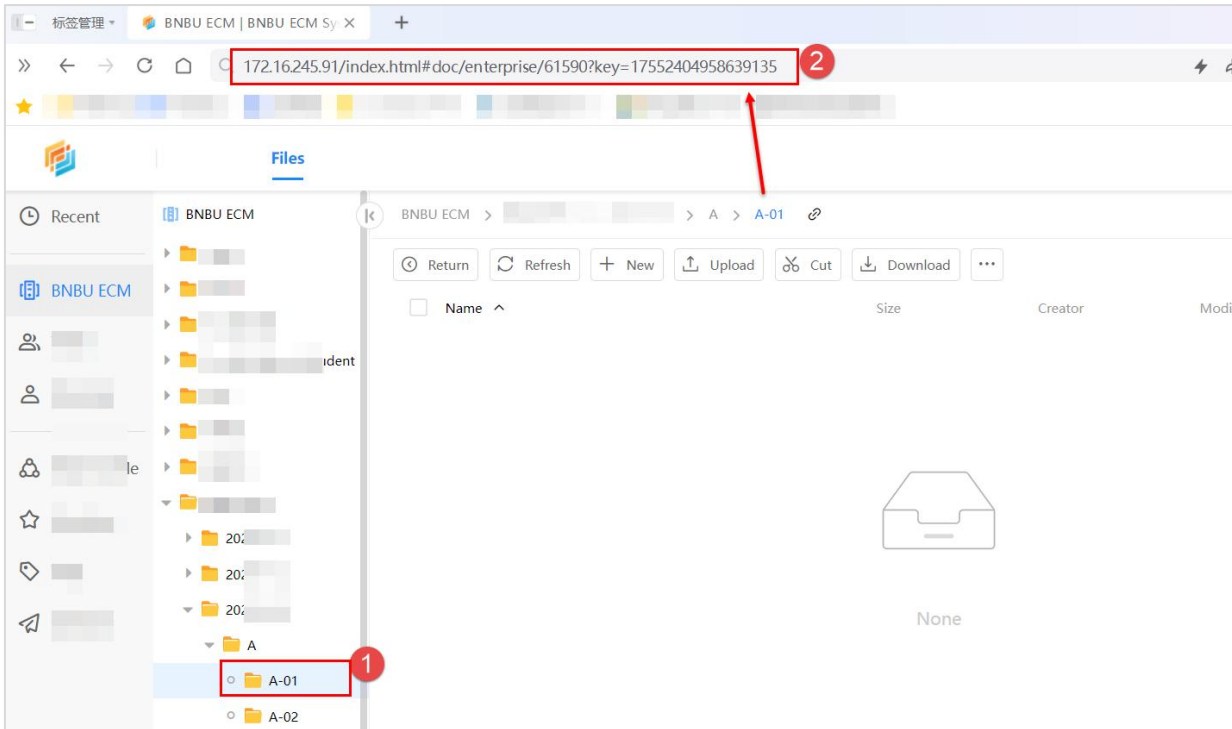
After adding a user, their account has no permissions by default, (The folder cannot be viewed).
Please authorize as needed: (You can set the effective start date and end date of the authorization)



ID	Permission	Summary
1	预览 Preview	仅支持在线查看（显示和预览）文件夹内文档 Only online viewing (display and preview) of documents within the folder is supported.
2	下载 Download	包含【预览】权限和下载、打印 includes the "Preview" permission and the functions of downloading and printing
3	编辑 Edit	包含【预览】【下载】权限和新建文件夹、新建文档、修改编辑、更新版本、外发、共享 includes the permissions of [Preview] and [Download], as well as the functions of creating new folders and documents, modifying and editing, updating versions, and sharing
4	删除 Delete	包含【预览】【下载】【编辑】权限和删除文件夹和文件以及历史版本 includes the permissions of [Preview], [Download], and [Edit], as well as the deletion of folders, files as well as historical versions
5	管理员 Administrator	包含以上所有权限 includes all the above permissions

设置授权后，点击当前文件夹【A-01】，复制网页浏览器的网址，自行通过电邮或企业微信等方式，通知职员B，她已被授权可以参与此ECM文件夹的管理，实现类似ECM-V4版的内链共享。
 （注意：ECM系统内置的发邮件功能未启用）

After setting the authorization, click on the current folder [A-01], copy the URL of the web browser, and notify staff B via email or WeCom, etc., that they have been authorized to participate in the management of this ECM folder, achieving internal link sharing similar to the ECM-V4 version. (The built-in email sending function of the ECM system is not enabled.)

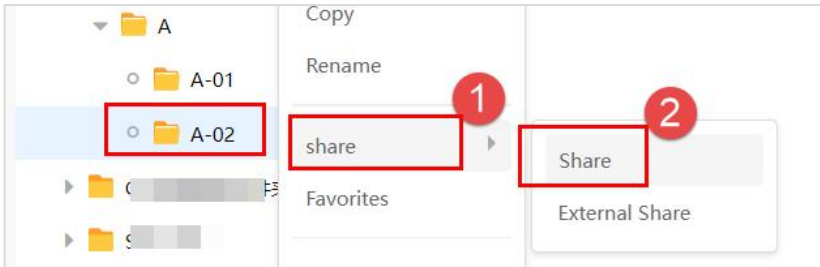


3. 文件夹共享管理 Shared Management

(1) 概述：一个文件夹可以在不授权的状态下，通过共享设置，临时授权给其他职员、学生有权访问

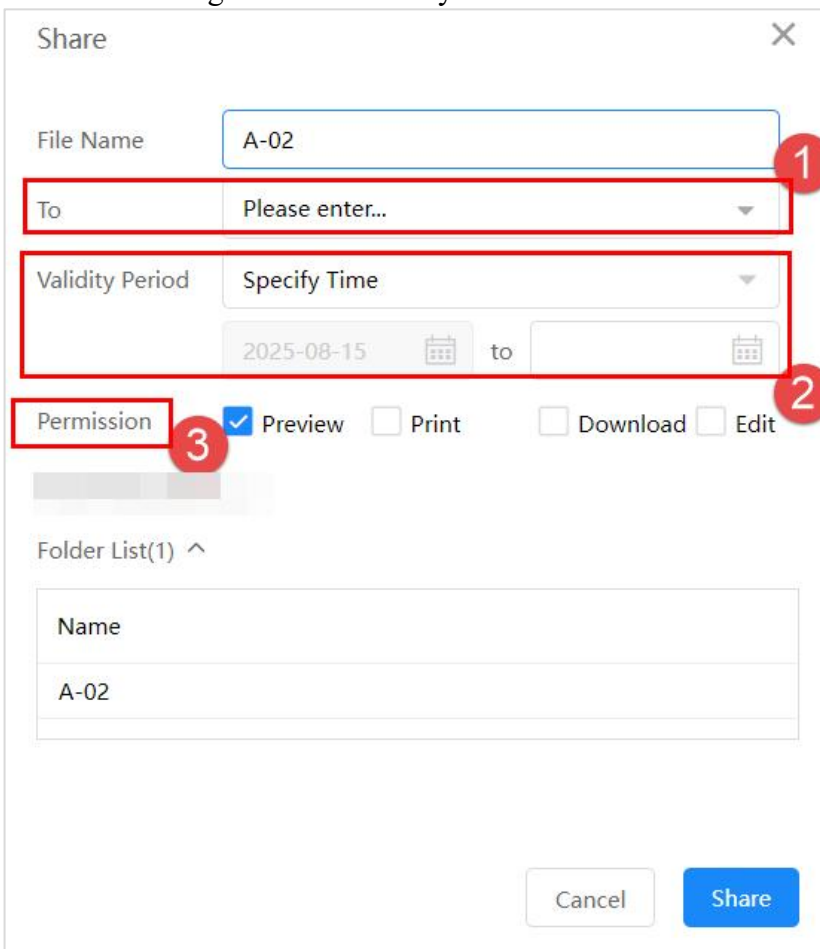
A folder can be temporarily shared with other staff or students, granting them access without formal authorization, by using the sharing settings.

(2) 操作：鼠标右键点击文件夹，点击共享-共享
Right-click the folder and click Share.



类似授权一样，设置共享的对象、有效期，权限，然后点击确定，之后自行通过邮件或其他方式，通知被共享的人员。（系统内置的发邮件功能未启用）

Similar to granting authorization, set the objects to be shared, the validity period, and the permissions, then click the Share button. Afterwards, notify the shared personnel yourself via email or other means. (The built-in email sending function of the system is not enabled.)



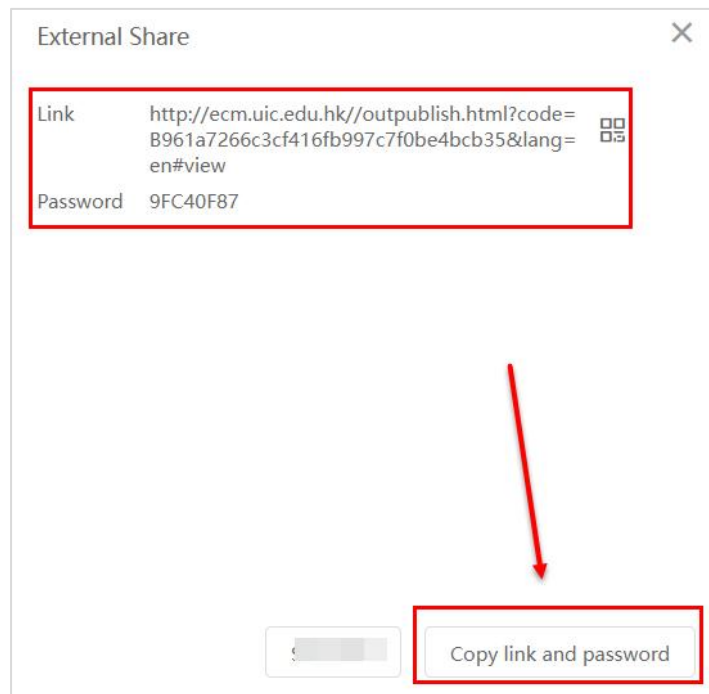
The screenshot shows the 'External Share' dialog box with the following fields and callouts:

- 1**: Password field containing '9FC40F87'.
- 2**: Expiration Date field containing '2025-09-14'.
- 3**: Permissions section containing checkboxes for 'Update', 'Upload', and 'Download'.
- 4**: 'Generate Link' button.

Other visible fields include: Validity Period (Specify Time), Remarks, and Folder List(1) containing 'A-02'. Buttons for 'Cancel' and 'Generate Link' are at the bottom.

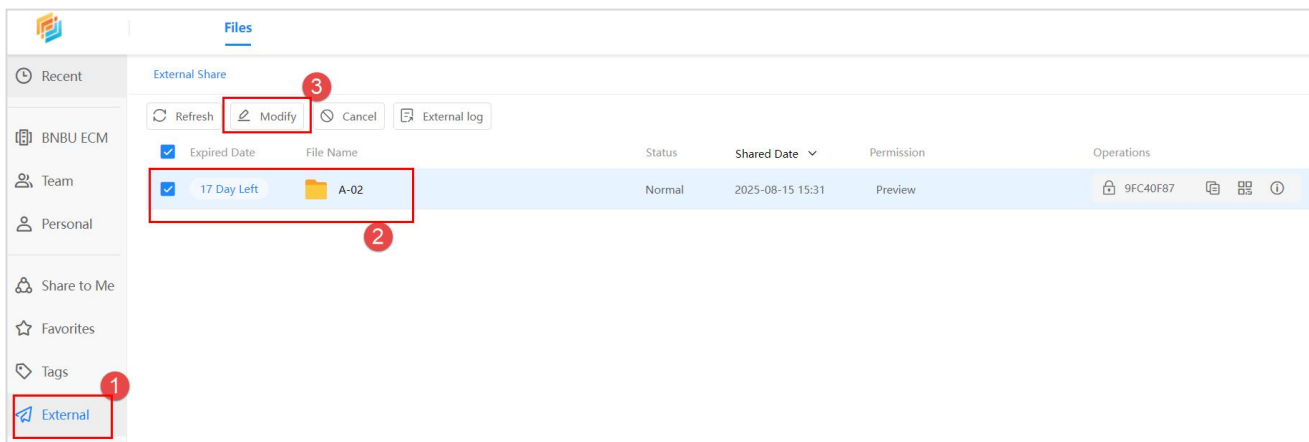
拷贝共享链接和密码信息后自行通过邮件或其他方式，通知被共享的人员：
(系统内置的发邮件功能未启用)

After copying the shared link and password, notify the shared personnel by email or other means:
(The built-in email sending function of the system is not enabled.)



设置外发共享后，可以到外发管理页面，查看已设置的外发，如有修改外发选项,更新后请自行通知被共享的对象：

After setting up the external sharing, you can go to the external management page to view and modify its setting. After updating the settings, please notify the recipients yourself:



5. 不同共享方式对比 Different Sharing Methods

Sharing Methods	Description
授权 (内链) 共享 Authorization (internal link) for sharing	<ul style="list-style-type: none"> ● 给已被授权- 有权限 (访问相关文件夹、文档) 的用户提供快速查看文档的内链网址 Provides an internal URL for users who have been authorized and have the permission (to access relevant folders and documents) to quickly view documents ● 收到共享通知的用户打开网址, 用ECM系统账号登录系统即可看到相应文档 Users who have received the sharing notification can open the website and log in to the system with their ECM system account to view the corresponding document. ● 文件夹管理员通过电邮, 网页设置内链网址分享 Internal link URLs can be shared via email or web Settings
共享 Sharing	<ul style="list-style-type: none"> ● 给没有文档或文件夹 (访问) 权限的用户 (在系统内有账号) 分享 It is shared with users who have accounts within the system and do not have access to documents or folders. ● 被共享人可在系统页面的【共享给我】里查看 The recipient can view it in the "Share to Me" section on the system page.
外发共享 External Sharing	<ul style="list-style-type: none"> ● 校内、校外的人都可以被共享 Both on-campus and off-campus users can be shared. ● 如果以后ECM系统不对校外网络开放, 则不能共享给校外人员 If the ECM system is not open to the off-campus network in the future, it cannot be shared with off-campus personnel.

备注:

- 请以【文件夹】为单位进行共享, 以便文件夹内的文档新增、更新后, 被共享人可以正常查看,
- 共享给大批用户前请提前找2个以上用户测试共享效果符合需求, 避免信息泄露和设置有误,
- 系统已支持批量拖拽上传文档和文件夹, 一般不需要安装 ECM 客户端软件 vDrive。
- 为避免用户在系统进行共享操作触发大量群发邮件, 系统内置的发邮件功能未启用

Remark:

- It is recommended to share by folder, so that when new or updated documents are added within the folder, the recipient can view them normally.
- Before sharing with a large number of users, please test the sharing effect with at least two users in advance to ensure it meets your needs, to avoid information leakage and incorrect settings.
- The system now supports batch drag-and-drop uploads of documents and folders, and generally does not require the installation of the ECM client software vDrive.

