

Feature Spotlight: File Permissions and Privacy Settings



Clearvale controls the content that network members and guest visitors see when they access your network. The content is controlled by the following:

- Privacy settings for widgets
- Share settings for blogs and files
- Community privacy settings
- Member roles

The values set for each of these combine together to provide personalized view of the network for each member or guest. Network members see content that is appropriate for them, and if your network is public, guest visitors see content that is appropriate for them.

Privacy Settings for Widgets

Clearvale widgets appear on the Network page, community pages, and personal pages of your network. When you add a widget, you give it a privacy setting. This setting determines who can see the widget.

The image shows two overlapping screenshots of the Clearvale interface. The left screenshot displays a widget titled "Upcoming Competitions" with a clock icon. The widget content includes the event name "Mt Eden's Halloween Fest" in purple, the location "Saratoga, CA", and the date "10/24/2010". An "EDIT" button is visible in the top right corner of the widget header. The right screenshot shows the configuration settings for this widget. It includes a "Number of events to display" dropdown set to "4", a "Title" text field containing "Upcoming Competitions", and a "Privacy: Who can see this?" dropdown menu. The dropdown menu is open, showing options: "General Public" (selected), "Me", "Network Members", and "General Public". A "Save" button is located at the bottom of the settings panel.

The content within the widget also has a privacy setting. For example, in the above case, the Mt Eden's Halloween Fest event has a privacy that determines who sees the event (just the event creator, just network members, or anyone).

Feature Spotlight: File Permissions and Privacy Settings



The privacy of the containing widget and the individual pieces of content that appear in the widget are compared. The most limiting privacy setting is used. For example, assume that the Event Calendar widget is set to General Public, but the event itself is set to Network Members. Guest visitors will see the Event Calendar widget, but it will be empty. However, if you add other events and set them visible to the General Public, those events will appear in the Event Calendar widget for guest visitors.

Share Settings for Blogs and Files

When you upload a blog or file, you can choose to share it with:

- **The current network.** If you select this option, all network members can see the blog or file.
- **One or more communities.** If you select this option, members of the specified community can see the blog or file.
- **One or more individuals.** Only available when uploading files, you can let others view or edit the file.

If you choose not to share the file or blog, you are essentially limiting the content to yourself. (Be aware that network owners, administrators, and moderators have a way of seeing *all* network content, regardless of the share settings you specify.) If you have a public network, check the General Public option to allow guest visitors to see the blog or file.



You can use folders in Clearvale to organize blogs and files. If you create folders, these assume the privacy setting of the location where you create the folders. For example, if you create a folder for community files, the folder assumes the privacy setting of the community. It's possible that you might have a folder with the privacy of Community Members and a file within this folder with the sharing set to Network Members. Alternatively, the opposite might be true, where the folder has a privacy setting with greater access. No matter what the setting, file sharing and folder privacy are independent of one another. For example, if you share a file with a network or community, but the file resides in a folder visible only to you, the file is still shared based on the file sharing attributes you chose and the folder will only be visible to you.

Feature Spotlight: File Permissions and Privacy Settings



Community Privacy Settings

When you create a community, you need to set the privacy setting for the community and then for each widget within the community. The privacy settings for the community determine who can see the community. Options are:

- **Community Members.** Use this option to limit the community to just community members. Network members will not see the community unless they are invited to join the community.
- **Network Members.** Use this option to let all network members see the community. By being able to see the community, network members can navigate to the community and see any content in the community that has its privacy set to Network Members or General Public.
- **General Public.** This option is only available when your network allows guest users to see content. Use this option to let guest users see the community. If you are publishing content that requires network membership to view, set the privacy to Network Members instead of General Public.

The value you specify for the community privacy determines the default privacy setting for the widgets within the community. So, if you set the privacy for the community to Community Members, then each widget in the community has that privacy value set. It also determines the default privacy setting for new content that you add to the community. And as mentioned earlier, it controls the privacy setting of any blog or file folders created in the community.

Note that you can also create folders to organize your communities, but these folder privacy settings do not control who can see the communities associated with the folders. It purely limits who can navigate to the community by using **Communities>All Communities Folders**.

Member Roles

In addition to all the privacy settings within Clearvale, your Clearvale role determines the content that you see in a network:

- **Owner, Administrator, or Moderator role.** By default, you see all content with privacy set for Network Members or the General Public. However, if you switch your view of the network to Private Access Mode, you can see all content in a network. This includes any private content that members have added.
- **Writer role.** You see all content with privacy set for Network Members or the General Public. You also see any private content that you posted.
- **Reader role.** You see all content with privacy set for Network Members or the General Public.
- **No role.** If you are a guest visitor, you see only content with privacy set to the General Public.