

## APPROVING FILES FOR USE IN THE FILE LIBRARY

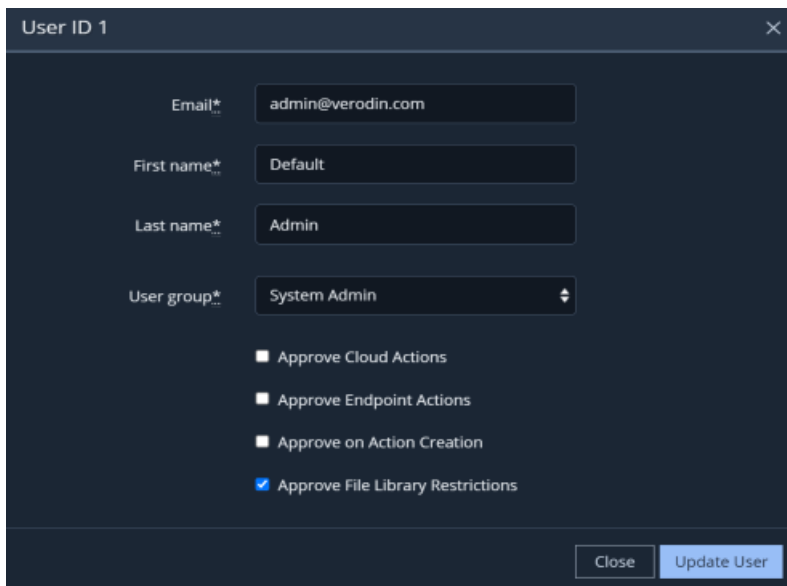
Once a file has been uploaded to the File Library, if it was set to **Restrict as Malicious**, it will appear in the file list with the red tag **Restricted Malicious**. If the file was set to **Request None**, the file appears with a purple tag **Pending Approval**.

### File Approval Restrictions

Users who are permitted to approve files that have been uploaded to or edited in the File Library must have the **Approve File Library Restrictions** flag enabled on their user account, as shown in the screenshot below. Users who do not have this flag enabled can see the files they uploaded or edited but do not see the option to approve the file. If you do not have approval permissions and you should, contact your platform admin.



**NOTE:** You cannot use an uploaded file if the **Pending Approval** flag is set.



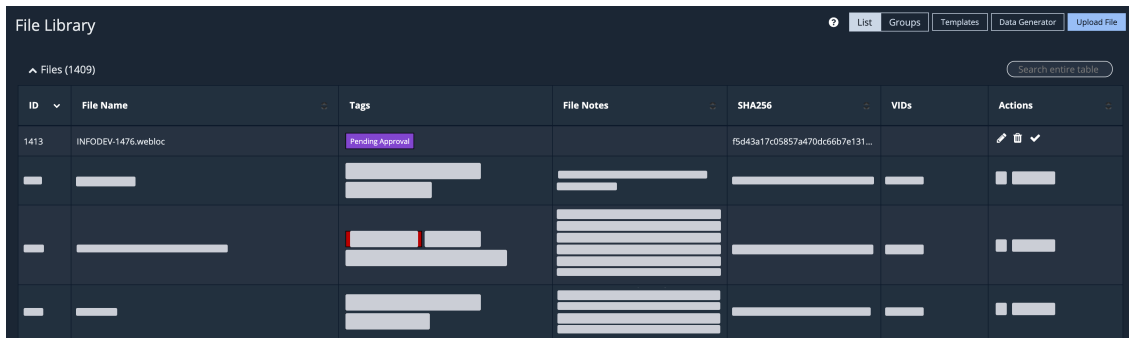
The screenshot shows a dark-themed configuration window titled "User ID 1" with a close button in the top right corner. The window contains several input fields and a list of checkboxes. The fields are: "Email\*" with the value "admin@verodin.com", "First name\*" with "Default", "Last name\*" with "Admin", and "User group\*" with a dropdown menu showing "System Admin". Below these fields are four checkboxes: "Approve Cloud Actions" (unchecked), "Approve Endpoint Actions" (unchecked), "Approve on Action Creation" (unchecked), and "Approve File Library Restrictions" (checked). At the bottom right, there are two buttons: "Close" and "Update User".

File Approval Permission

### File Approval Process

#### TO APPROVE A FILE THAT IS PENDING APPROVAL

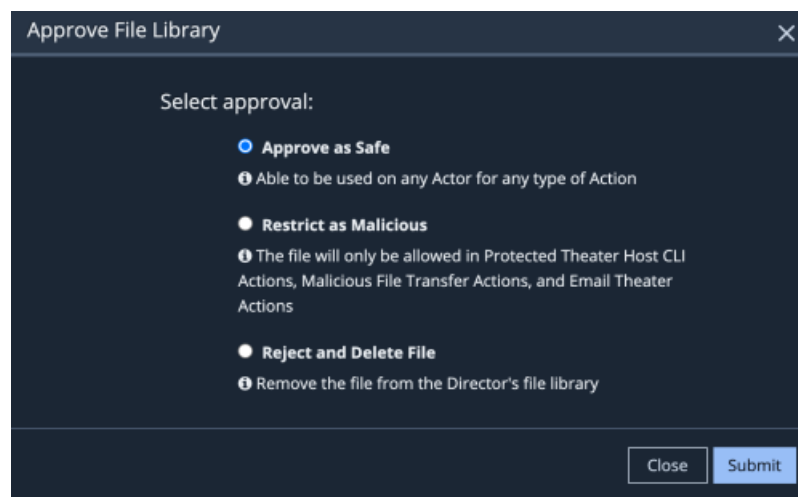
1. Go to **Library > File Library**.
2. Locate the file you want to approve. You can enter all or part of the string "pending\_approval" in the search bar to narrow your results.



ID	File Name	Tags	File Notes	SHA256	VIDs	Actions
1413	INFODEV-1476.webloc	Pending Approval		f5d43a17c05857a470dc66b7e131...		[Edit] [Delete] [Checkmark]

File pending approval

- Click **Approve File**  next to the file you want to approve and you'll see the following:



Approve File Library ✕

Select approval:


- Approve as Safe**  
 ⓘ Able to be used on any Actor for any type of Action
- Restrict as Malicious**  
 ⓘ The file will only be allowed in Protected Theater Host CLI Actions, Malicious File Transfer Actions, and Email Theater Actions
- Reject and Delete File**  
 ⓘ Remove the file from the Director's file library

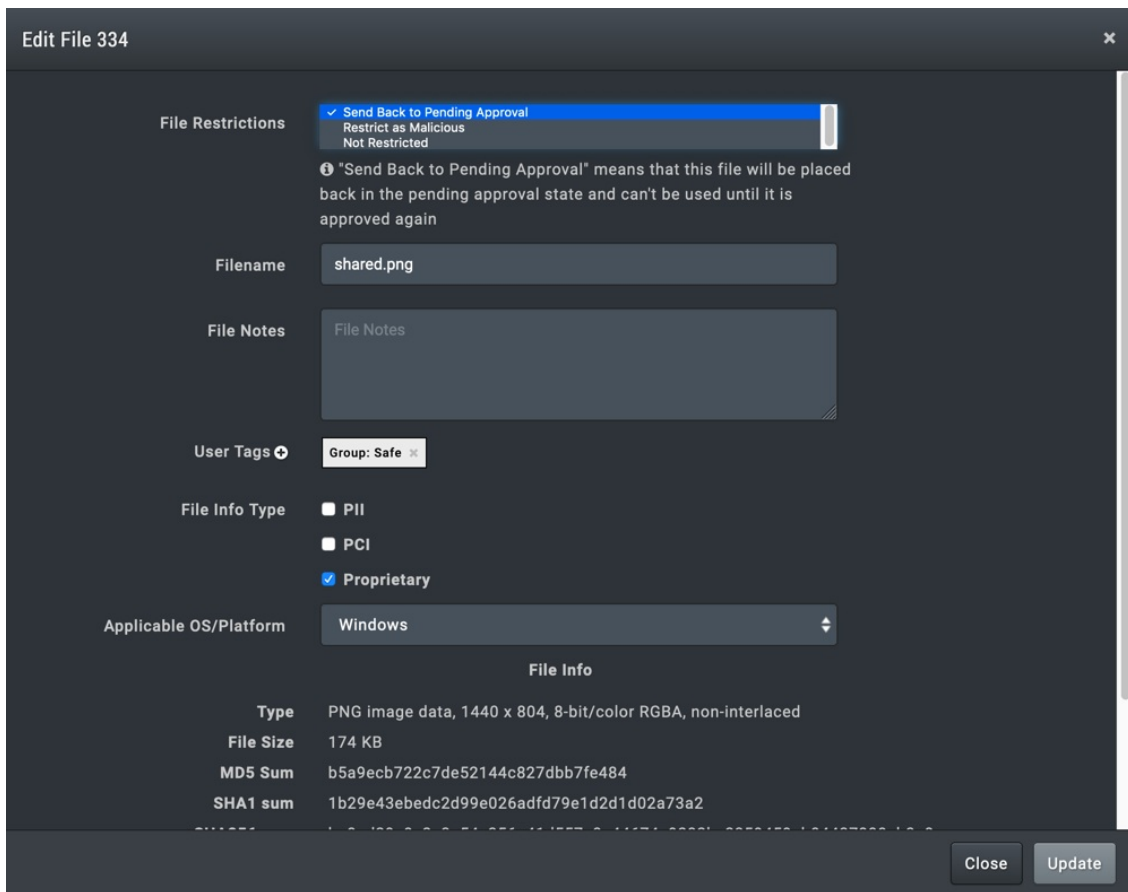
Approve a file

- Select an approval status for the file.
- Click **Submit**.

#### **TO EDIT A FILE BEFORE APPROVING**

In some cases, if you are the approver, you may want to make changes to a file before sending for approval or before approving its use. You can also use this procedure at any point in the lifecycle of a file in the File Library.

- Go to **Library > File Library**.
- Locate the file you want to approve.
- Click **Edit File**  next to the file in the list and you'll see the Edit form as shown below:



Edit File 334

File Restrictions

- Send Back to Pending Approval
- Restrict as Malicious
- Not Restricted

*"Send Back to Pending Approval" means that this file will be placed back in the pending approval state and can't be used until it is approved again*

Filename: shared.png

File Notes: File Notes

User Tags: Group: Safe

File Info Type

- PII
- PCI
- Proprietary

Applicable OS/Platform: Windows

File Info

Type	PNG image data, 1440 x 804, 8-bit/color RGBA, non-interlaced
File Size	174 KB
MD5 Sum	b5a9ecb722c7de52144c827dbb7fe484
SHA1 sum	1b29e43ebcdc2d99e026adfd79e1d2d1d02a73a2

Close Update

Sending an edited file back for approval

4. Select the appropriate File Restrictions option, if necessary.



**NOTE:** When editing a file that was previously approved, you see an additional File Restriction choice of "Send Back to Pending Approval," which triggers another **Pending Approval** status on the file.

5. Click **Update**.