

# Kira Integration with Intralinks

Within an Intralinks Exchange, there are a number of user roles, including but not limited to: Manager+, Hidden Manager+, Manager, Manager Ltd, Publisher+, Publisher, Reviewer and Previewer. In conjunction, there are 7 access settings that can be applied alongside those user roles to the folders and documents within the Exchange. It is a combination of these user roles and access settings that will allow an efficient sync of data from Intralinks into Kira.

This document will guide you through the process of configuring your Intralinks user role and access settings so that you can make sure your Kira-Intralinks Integration runs smoothly.

## Manager+, Hidden Manager+, Manager, Manager Ltd. & Publisher+

	IL Viewer	Download	Print (IL Exchange)	Kira Sync
No Permission	✓	✓	✓	✓
See/Do Not Protect	✓	✓	✓	✓
See/Protect	✓		✓	✓
See/Protect/No Print	✓			✓
Control/Do Not Protect	✓	✓	✓	✓
Control/Protect	✓		✓	✓
Control/Protect/No Print	✓			✓

With any of these 4 Manager and Publisher+ user levels in Intralinks, you can see, access, and sync all folders and documents from your Intralinks Exchange into Kira, regardless of the permission settings of the files within Intralinks itself. By default, any user with a "+" status on their user role will have access to all content within the Exchange.

## Publisher

	IL Viewer	Download	Print (IL Exchange)	Kira Sync
No Permission	✓	✓	✓	
See/Do Not Protect	✓	✓	✓	✓
See/Protect	✓		✓	✓
See/Protect/No Print	✓			
Control/Do Not Protect	✓	✓	✓	✓
Control/Protect	✓		✓	✓
Control/Protect/No Print	✓			

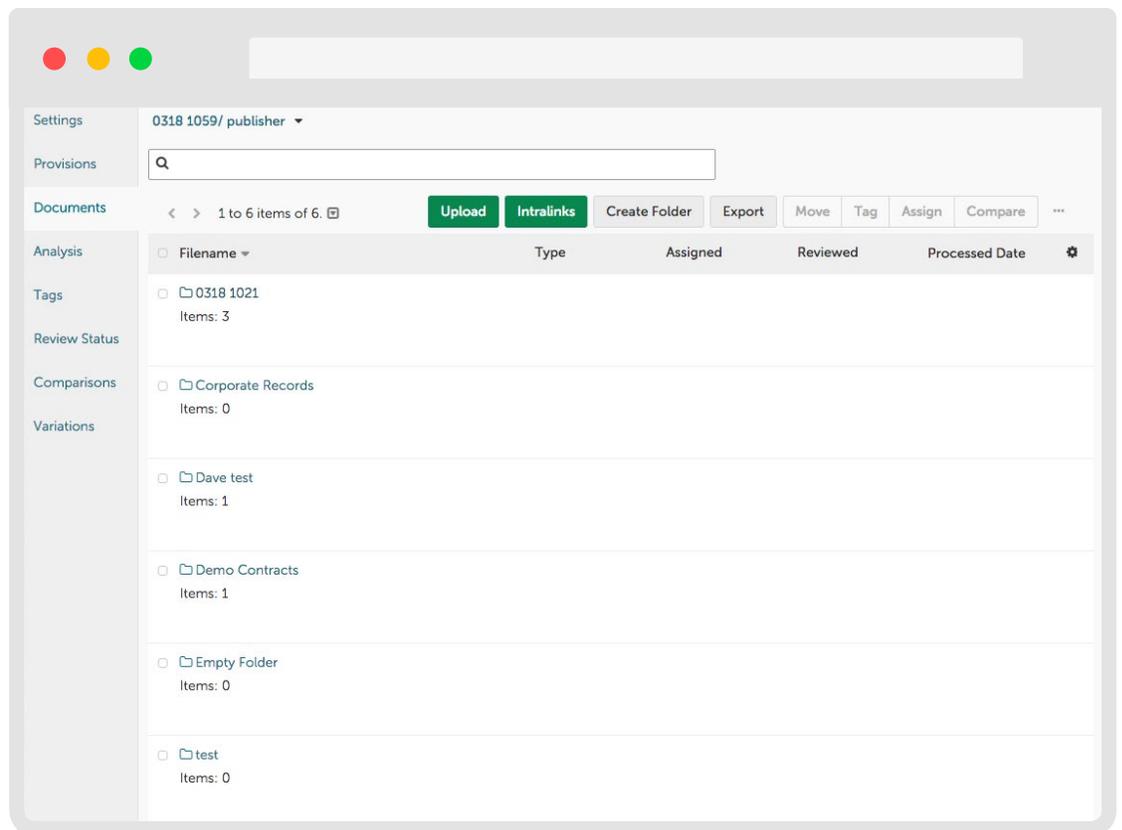
With a Publisher user level in Intralinks, you will be able to see all the levels of folders in your Intralinks Exchange but they may be empty. Folders or documents that have a access setting of "See" or "Control," but only as far as the permission function of "Protect," can be synced from Intralinks into Kira.

## Reviewer/Previewer

	IL Viewer	Download	Print (IL Exchange)	Kira Sync
No Permission				
See/Do Not Protect	✓	✓	✓	✓
See/Protect	✓		✓	✓
See/Protect/No Print	✓			
Control/Do Not Protect	✓	✓	✓	✓
Control/Protect	✓		✓	✓
Control/Protect/No Print	✓			

As a Reviewer or Previewer in Intralinks, you will be able to see, access, and sync into Kira the folder or documents that have a access setting of "See" or "Control," but only as far as the permission function of "Protect."

An issue that our clients have encountered has been the syncing of empty folders into Kira. After some research, we've found that if permissions are set from a main folder in Intralinks, the nested folders often don't take on the permissions while the documents in them do. That is why, sometimes when syncing to Kira, nester folders will import, but the document content of those folders will not because the folder they're in, didn't take on those permission settings.



If this is an issue that you are experiencing, our recommended response would be to, if possible, check and adjust your Intralinks user roles and/or permission levels, and then attempt the sync through the integration again.

At this time, there is an inability to complete a re-sync from Intralinks once a previous sync has failed. As such, we would advise you to create a new project in Kira and then use the Intralinks integration from within that new project. Please note that we are actively working on repairing this function.

Assuming that you have a user role higher than Previewer and the correct access setting that will allow you to check your Intralinks permissions, this is how it can be done:

**1. In the Permissions tab along the top portion of your Intralinks Exchange page:**

- a) Expand the nested folders and check which folders and/or documents have accepted the permissions and modify the ones you haven't.

**2. Select a folder or document and navigate to the More Actions menu:**

- a) Access its Permission settings from here – expand the nested folders and check and modify the permissions as needed.

If the Intralinks integration is still not working properly, we suggest bulk downloading the documents from your Intralinks Exchange and uploading them through the traditional methods within Kira, using the Upload button or the drag-and-drop function.

Kira's highly accurate machine learning technology can identify and analyze virtually any provision in any contract, resulting in customer-reported time savings of 20-90%

**How can we help you?**

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