Fastman
SAFE, SIMPLE, SECURE

Part of the MANAGEMENT SUITE

Fastman Time-Based Access

Access on your terms. Only when it's needed.

Grant temporary access on OpenText Content Management that expires automatically - no manual cleanup.



Fastman Time-Based Access enables administrators and authorized users to grant temporary access to content within OpenText™ Content Management. Access can be configured to expire automatically after a defined period, ensuring that elevated permissions are removed without manual follow-up.

Whether used standalone or in conjunction with Fastman Permissions Manager, the solution adds an essential layer of control for time-sensitive collaboration. All temporary access can be reviewed, revoked, or searched at any time by users with sufficient privileges.

Why Fastman Time-Based Access?

In many real-world scenarios, users need access to content for a limited time - whether they're external collaborators, project team members, or auditors. Manually granting and revoking permissions can be inefficient and error-prone, often leading to lingering access long after it's needed.

Fastman Time Based Access simplifies this process by:

Allowing temporary access to be granted with automatic expiry.

Providing clear visibility into where and when time-based access is active.

Reducing security and compliance risks through hands-free permission cleanup.

Supporting secure collaboration without burdening IT or administrators.

Key features

Temporary access with expiry dates

Grant specific permissions to individual users or groups for a defined time window. Access levels (e.g., Read, Modify) and expiration dates can be set directly from the content item or via Permissions Manager. No scripting or additional configuration is required.

In-context visibility and control

Icons and tooltips appear in key interface areas - such as the Edit Permissions panel and search results - highlighting where Time-Based Access has been applied. This helps prevent oversight and makes it easier to manage temporary permissions across large repositories.

Search and reporting functions

Integrated with Permissions Manager's search tools, administrators can filter and report on content where Time-Based Access is active, expired, or scheduled - improving auditability and governance oversight.

Automated expiry and cleanup

Once the defined period ends, a background agent automatically removes the temporary access entry. This ensures permissions are kept up to date without relying on administrators to track and revoke outdated access.

Immediate revocation when needed

Users with appropriate privileges can revoke time-based access before the expiration date, either from Permissions Manager or standard permission editing interfaces. This offers flexibility for fast-changing project or compliance needs.

Designed for dynamic collaboration

Fastman Time Based Access brings flexibility and control to everyday collaboration scenarios in Content Management. Common use cases include:

Annual reporting

Temporarily grant contributors access to draft sections, then revoke it once input is complete.

Procurement processes

Share drawings or RFP packages with bidders for a limited review window.

Cross-functional projects

Give business users temporary access to specific content during project phases without permanent permission changes.

Engineering reviews

Elevate permissions on technical documents to allow markups or comments, then return to read-only.

SOP management

Publish the latest version of a procedure while automatically removing access to outdated ones.

Part of a complete Information Governance strategy

Fastman Time-Based Access is part of the Fastman Management Suite - a collection of advanced solutions designed to streamline governance, control, and administration of OpenText Content Management.

From permissions and access to bulk data updates and e-signature integration, the suite helps reduce IT workload, improve compliance, and empower business users across the content lifecycle.

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