



# Permissions

## User Group Permissions

User Group Permissions control group access to all web services, web methods, menu routes and menu links into the One business processes. **User Group Permissions** work in tandem with **User Group Processes**, where the user selects the desired business process and One sets the privileges accordingly. Click the link in the **Links** panel to switch between the two methods.

User Group Permissions are accessed in the v4 Client via **Tools | Permissions | User Group Permissions**.

From the **User Group Permissions Editor** page, you can control access for individual user groups to the various areas of One v4 Client and Online.

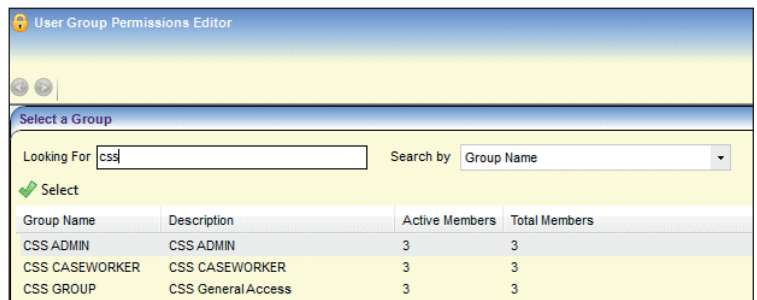
Permissions are divided into four main areas:

- **All Secured Services** - These are the permissions to data items displayed within the panels.
- **All Secured Menu Routes** - These allow access to the data items in the **Focus** and **Tools** menus.
- **All Secured Menu Links** - These are links from the **Links** panel to other areas of One.
- **All Secured Data** - These are related to data item security and require a higher level of permissions at field level.

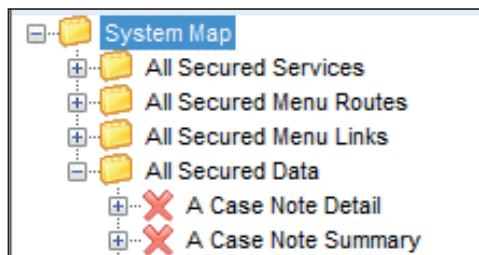
### Assigning Permissions

Assigning permissions has three stages, selecting a group, selecting a data group and assigning permissions to individual data items.

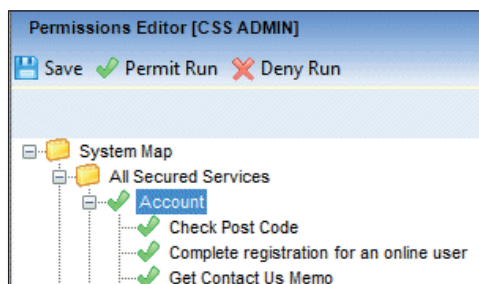
1. Select **Tools | Permissions | User Group Permissions | User Group Permissions Editor** to display the **Select a Group** panel.
2. Enter at least one letter in the **Looking For** field.
3. Click the **Search By** drop-down and select one of the options to display the group list.
4. Highlight a record and click the **Select** button to display the **Permissions Editor** panel.



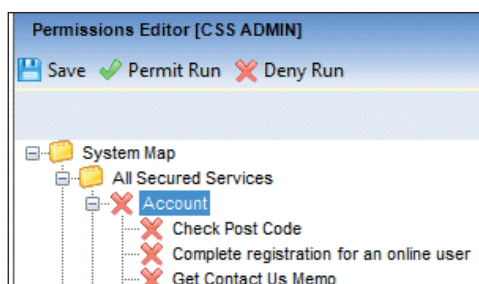
All data groups are displayed in a tree view. Each main data group is indicated by a folder icon. Double click a folder or click the plus sign to expand the group. Double click an expanded folder or click the minus sign to collapse the folder.



5. To assign run permissions to all the data items within a data group, highlight the data group then click the **Permit Run** button.



6. To deny permissions to all the data items within a data group, highlight the data group then click the **Deny Run** button.



7. Click the **Save** button to save the permissions.



# Permissions

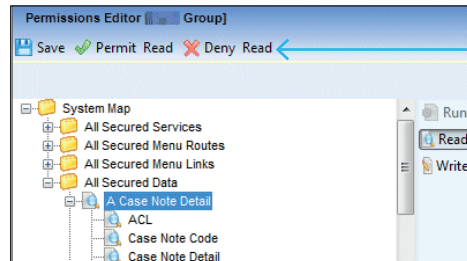
## User Group Permissions

### Assigning All Secured Data Permissions

**All Secured Data** items require a higher level of permissions at field level. There are two levels, **Read** and **Read/Write**.

To assign read-only permissions to all the data items within an All Secured Data group:

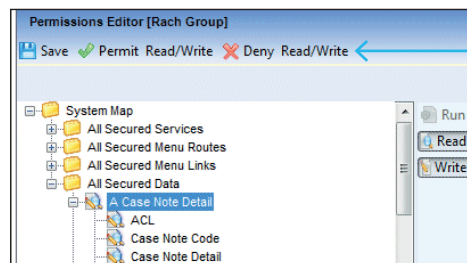
1. Highlight the data group.
2. Click the **Read** button to the right of the navigation tree.
3. Click the **Permit/Read** button.
4. Click the **Save** button to save the permissions.



Click the **Deny Read** button to remove any permissions.

To assign read/write permissions to all the data items within an All Secured Data group:

1. Highlight the data group.
2. Click the **Write** button to the right of the navigation tree; the **Read** button remains activated.
3. Click the **Permit Read/Write** button.
4. Click the **Save** button to save the permissions.



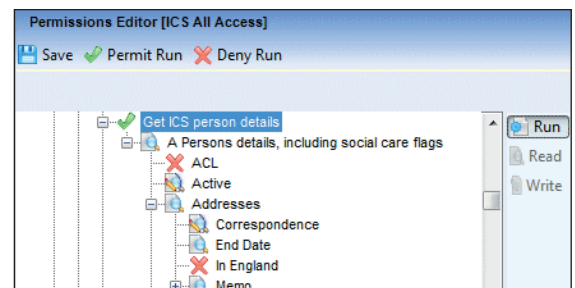
Click the **Deny Read/Write** button to remove any permissions.

### Assigning ICS Person Details Permissions

#### IMPORTANT NOTE:

Although the ICS Person Details data group is located in **All Secured Services | ICSF Person | Get ICS Person Details**, the data items require **Read** or **Read/Write** permissions like an All Secured Data item.

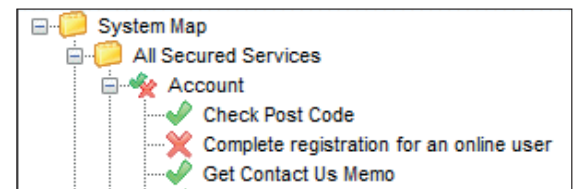
The **Get ICS person details** data item can be assigned **Permit Run** permissions, but all the data items contained within this group must be set at an individual field level.



### Permit/Deny Permissions

**Permit/Deny** permissions (a tick and a cross next to the data item or the data group) occur if both permit and deny permissions have been assigned to data items within the data group.

In the **All Secured Data** group, the **Permit/Deny** icon is the same as the **Read/Write** icon on the data items.



#### Additional Information:

- One System Handbook



#### Related Reference Guides:

- RG\_Permissions\_User Group Processes
- RG\_Permissions\_Report Permissions