



Reference Guide

Permissions User Group Processes

User Group Processes are set up via **v4 Client | Tools | Permissions | User Group Processes | User Group Processes Editor**.

User Group Processes are used to control the level of access a user group has to specific areas and functionality within One. A group's permissions can be assigned broadly against a Main Business Process or to any of the individual Business Processes that constitute a Main Business Process. Business Processes map to menu routes and links, which in turn are linked to a user group, rather than an individual. One contains the following Business Processes:

- ACL Button Permissions
- Address Management
- Addresses
- Administration
- Admissions Applications
- Admissions Finalising Processes
- Admissions Manage Import of OL Apps
- Admissions Offers and Ranks
- Admissions Online Public
- Admissions Online School/LA
- Admissions Set Up and Population
- Attendance
- B2BS Conflict Management
- B2BS Import/Export
- B2BS LA Administration
- B2BS LA Data Processing
- Base Administration
- Base Groups Administration
- Bases
- CAF Administration
- Case Notes
- Chronology
- CIEE
- Citizen Portal
- ContactPoint Console Processing
- ContactPoint Management
- ContactPoint Search
- CP-IS
- CSS Administration
- Data Importing
- Data Management
- Disability Details
- Early Years Administration
- Early Years Finance
- Early Years Processing
- Early Years Setup
- EHCP & SEND Portals Forms
- Email Service
- Exclusions
- Finance
- GNB
- Governors
- One Analytics
- One Mobile
- One Si
- Person Administration
- Portal Back Office Access
- Portal Conflict Management
- Portal LA Data Processing
- Professional Portal
- Provider Portal
- Relocations
- Results Administration
- SEND Portals
- Sensitive Information Data
- Service Administration
- SMS Service
- Social Network
- Student Data
- Student Groupings
- System Administration
- Training Manager & Music
- Training Manager Online
- Transport Admin & Utilities
- Transport Application & Assessment
- Transport Bulk Allocation
- Transport Contractors
- Transport Contracts
- Transport Journeys & Tickets
- Transport Network
- Transport Person
- Web Launcher

User Group Processes work in tandem with **User Group Permissions**. Click the **Links** panel link to switch between the two.



Related Reference Guides:

- RG_Permissions_User Group Permissions
- RG_Permissions_Report Permissions



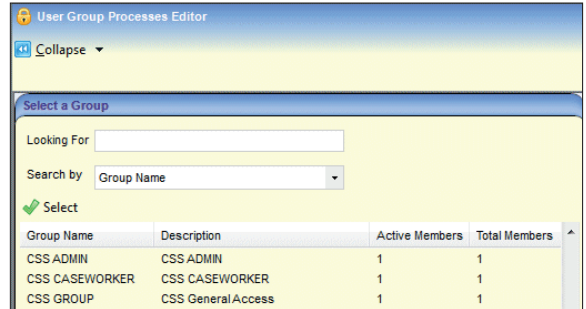
Permissions

User Group Processes

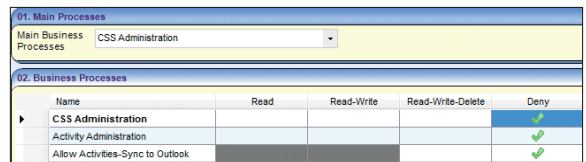
Assigning Permissions to a Business Process

Assigning permissions has three stages, selecting a group, selecting a main business process and assigning permissions to individual business processes.

1. Select **Tools | Permissions | User Group Processes | User Group Processes 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 **Main Processes** panel.
5. Select a **Main Business Process** to display the related **Business Processes** list.

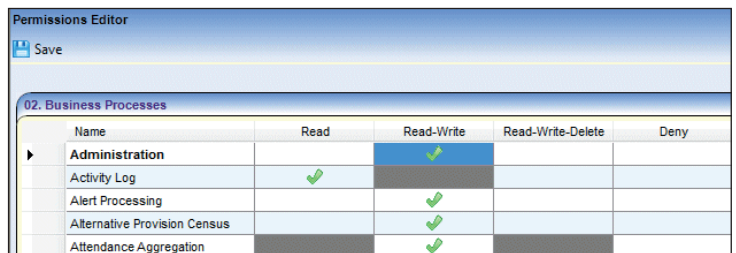


The name of the **Main Business Process** displays at the top of the list in bold.



The default option for all processes is set to **Deny**.

6. Click a cell to assign **Read**, **Read-Write** or **Read-Write-Delete** permissions. Clicking the main business process cell, e.g. **Administration**, assigns that permission to all the individual processes below. If a cell is greyed out, the options are restricted and the permission is assigned to the next level down.
7. Click the **Save** button to save the permissions.

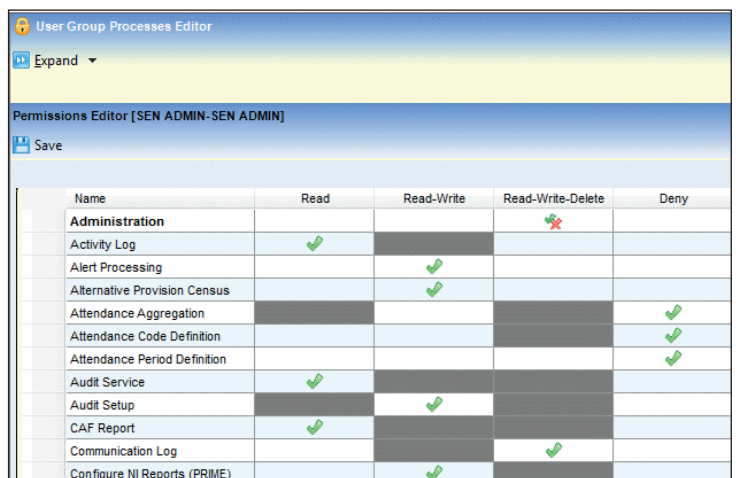


Permit/Deny Permissions

Permit/Deny permissions (a tick and a cross in the same cell) occur if both permit and deny permissions have been assigned to the processes within the **Main Business Process**. When a change is made to the default **Main Business Process** level, the **Permit/Deny** icon displays in the column of the highest level permitted.

In this example, the **Permit/Deny** permission was reached by the following process:

1. Click the **Administration** cell to assign **Read-Write** permissions to all processes, as in Step 6 above.
2. Click the **Deny** cells to deny permissions to the three Attendance processes; the **Permit/Deny** icon displays in the **Administration | Read-Write** cell.
3. Click the **Communication Log** cell to grant **Read-Write-Delete** permissions; the **Permit/Deny** icon displays in the **Administration | Read-Write-Delete** cell.





Permissions

User Group Processes

Invalid Requests

One does not allow a **Deny** selection if the denial invalidates another process. For example, if the user group already has **Read-Write-Delete** permissions to the **Student Data** business process, but then is denied access to the **Bases** business process, a message (similar to the following) displays:

Invalid Request

You cannot set this process as selected, because this will invalidate another process available to the User Group.

If you continue, the system will:

1. Save the changed business processes that do not cause conflict.
2. Set the remaining processes change requests to the minimum, so that the other affected processes are not invalidated.

Do you wish to continue?

Select **No** to return to the **Permissions Editor** screen and set different permissions.

Select **Yes** to save the changes as per the rules in the message.

Interdependencies

A number of processes within some of the main business processes require permissions to be assigned in another main business process. The following areas contain interdependencies:

- Bases and Student Data
- Core Data and Student Data
- Exclusions and Student Data
- Results Administration and Student Data
- Results Administration and Data Importing.

Field Level Security

SEN Memos and sections of Children's Social Care require **Field Level Security** to be set. This level of security must be set via **Tools | Permissions | User Group Permissions | All Secured Data**. Permissions assigned via **User Group Processes** do not override **All Secured Data** settings.



Related Reference Guides:

- RG_Permissions_User Group Permissions
- RG_Permissions_Report Permissions

