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Manage User Group Profiles

Safety

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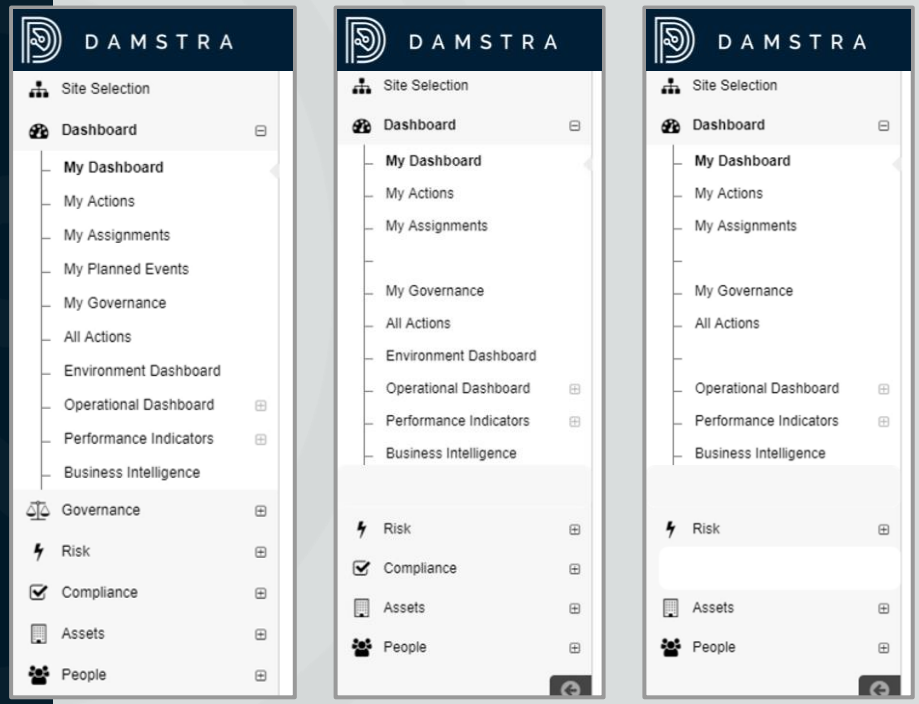
User Group Profiles
Introduction

In order to provide appropriate access to Users of Damstra Safety, detailed control is available to determine which information a User can see, and whether they are able to make any changes to it.

This is managed via *User Group Profiles*, which can be created and applied to one or more Users.

For example, you may wish to create profiles that mirror the requirements of particular roles within your Organisation.



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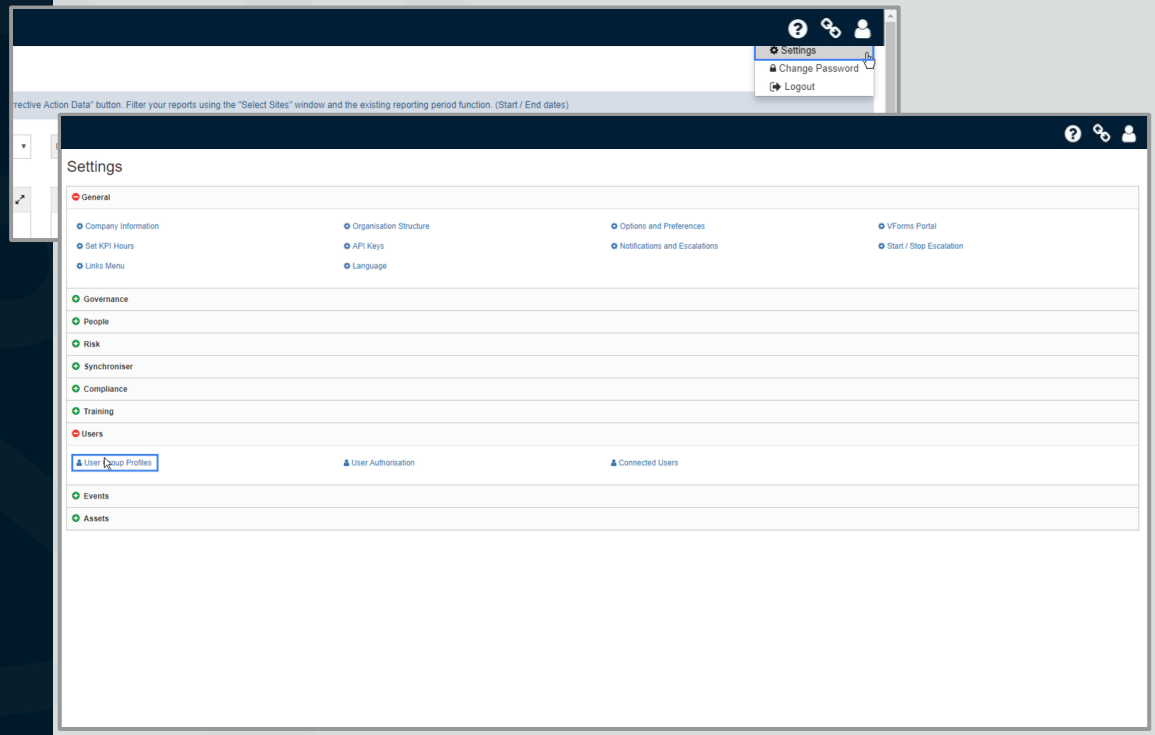
User Group Profiles
User Settings

User Profiles are managed via Settings. This can be found under the *Profile* icon in the Menu Bar.

Click to expand the *'Users'* section, then **select** *'User Group Profiles'*.



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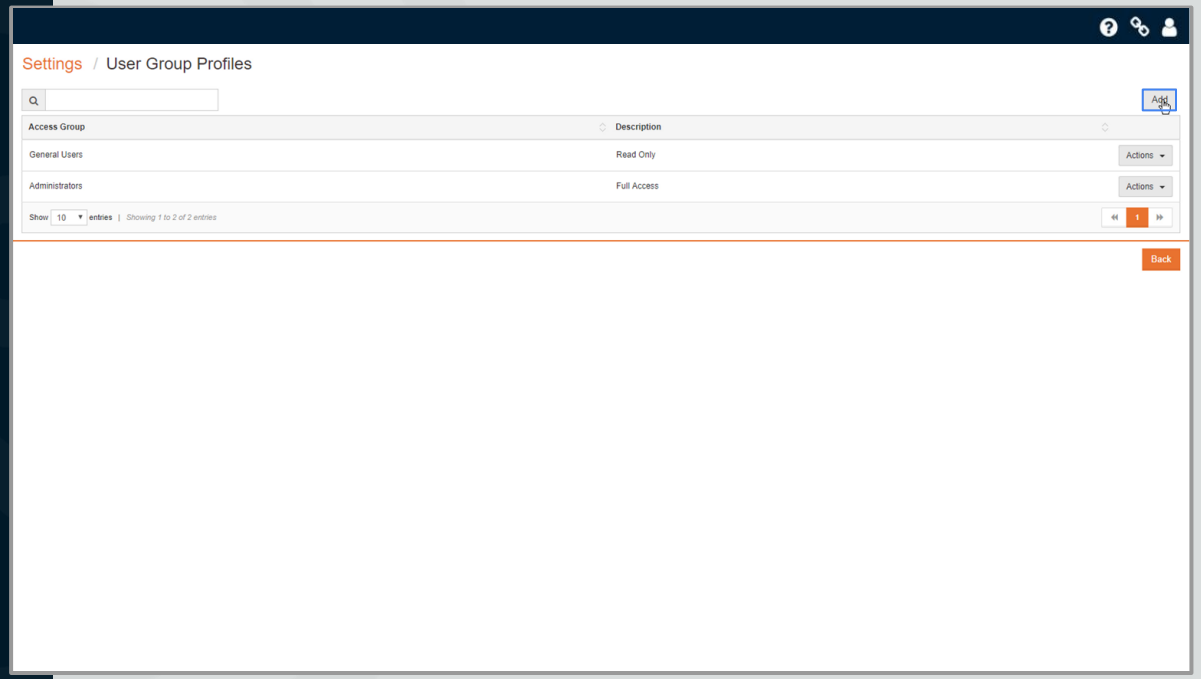
User Group Profiles
Add User Group Profile



The table shows all existing User Group Profiles.

To add a new User Group, **click** *'Add'*.

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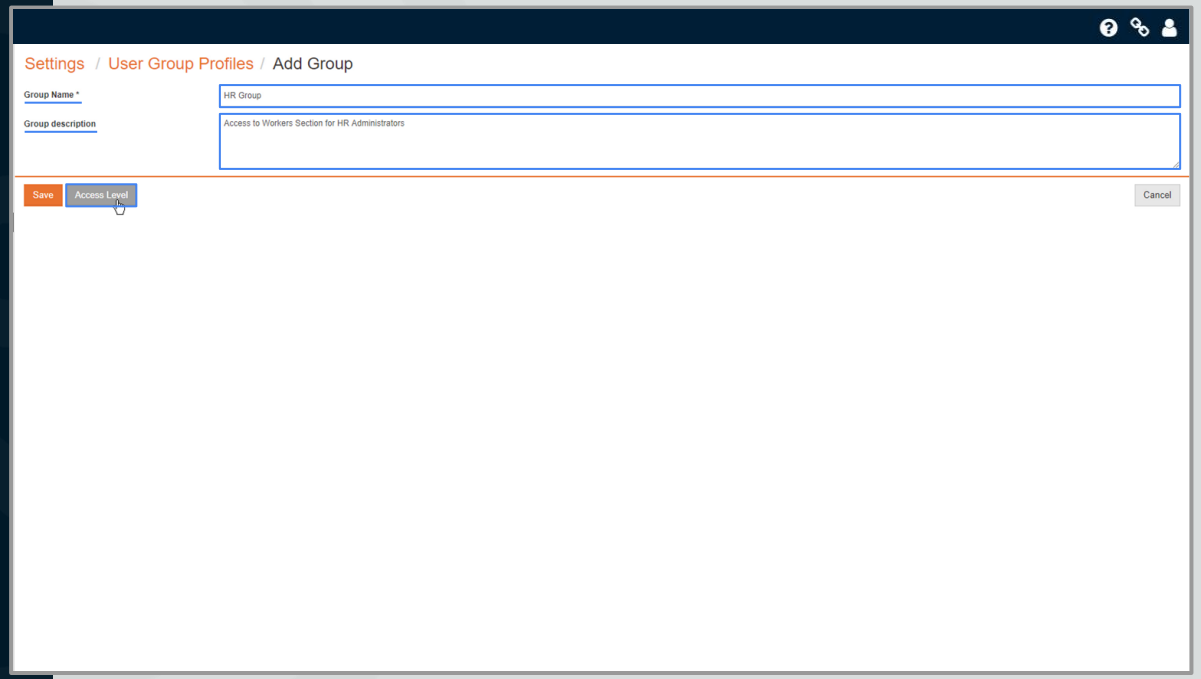
User Group Profiles
Add Group Form

Enter a *Group Name*, and provide a meaningful *Group Description.*

Click *'Access Level'* to set the permissions.



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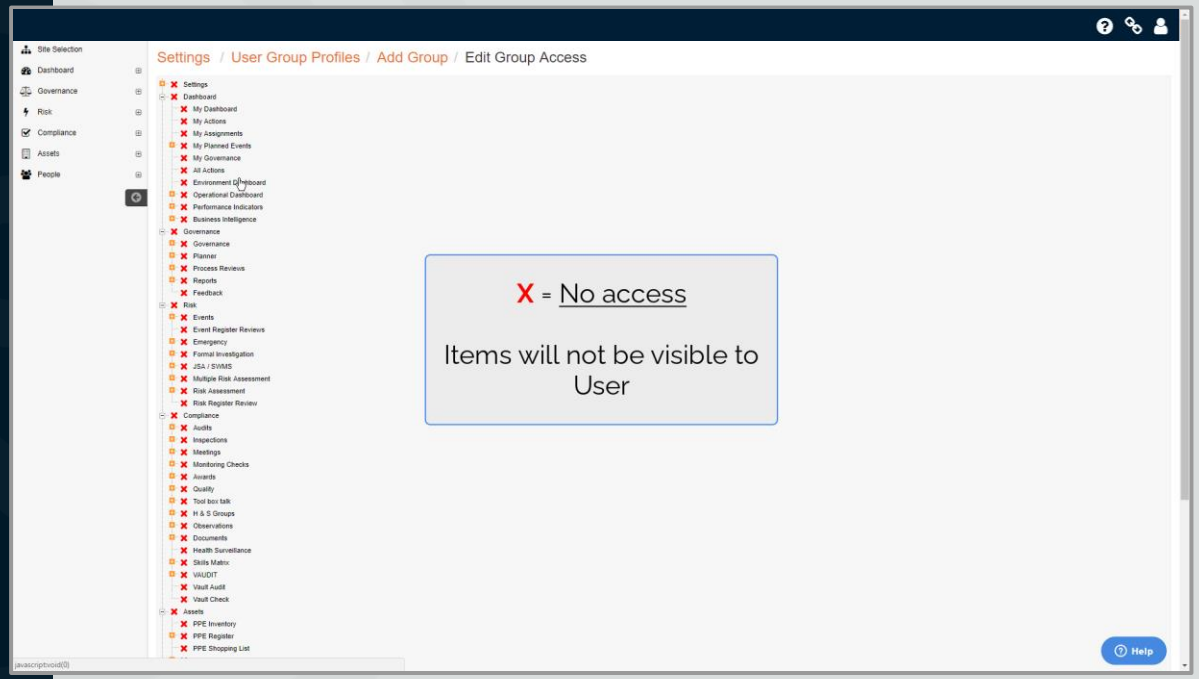
User Group Profiles
Permissions: No Access

Each section of your system, along with the modules within, are now displayed in a hierarchy view.

Note that User Group Profiles do not determine which sites can be accessed. This is determined for each individual when creating User access.

By default, for a new User Group, all items are initially set to *'No Access'*, which means they will be not visible to a User. This permission level is designated by a red cross.



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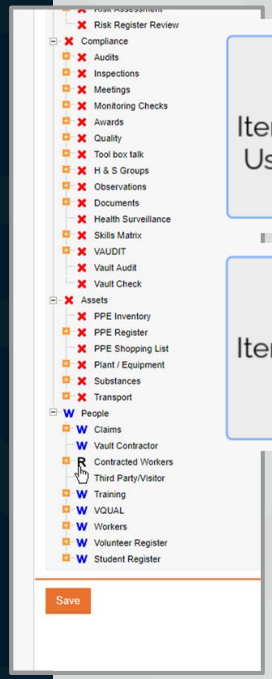
User Group Profiles
Permissions: Read / Write

For any item where access is required, **click** the red cross to toggle between *Write Access*, meaning a User will be able to see and make changes to data, symbolised by a *'W'*, or *Read-only Access*, meaning a User will be able to see the information but not change it, symbolised by a *'R'*.

Some items are either available or not, with no differentiation between Read or Write Access. These items will toggle between *No Access* (symbolised by a red cross) and *Access* (symbolised by a green tick).



W = Write access

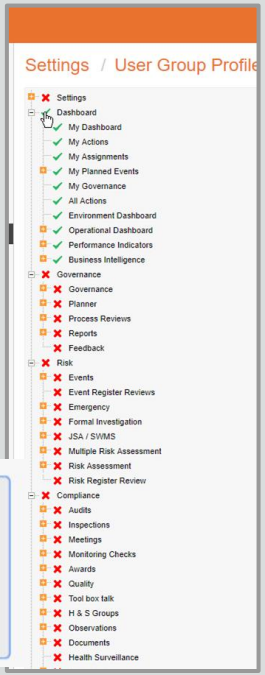
Items will be visible to User, User can make changes to data

R = Read-only access

Items will be visible to User, but User cannot make changes to data

✓ = Access

Item will be accessible to User



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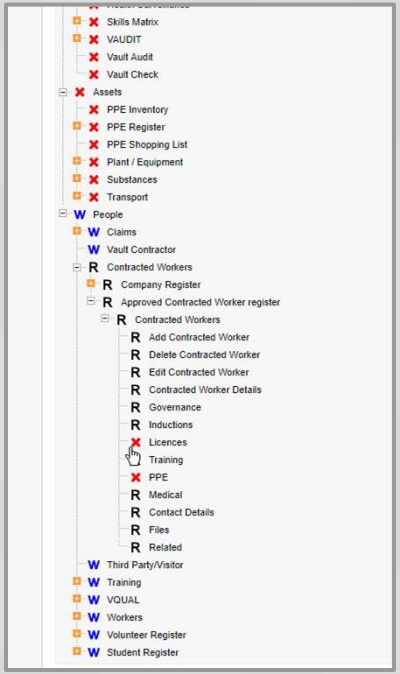
User Group Profiles
Parent and Child Items

Note that changing the status of a ‘parent’ item will alter the status of the ‘child’ items below it. For detailed control over each module, expand each ‘parent’ item.

Once all selections have been made, **click** *‘Save’*. The User Group Profile is now saved and is available for selection when adding Users to Damstra Safety.



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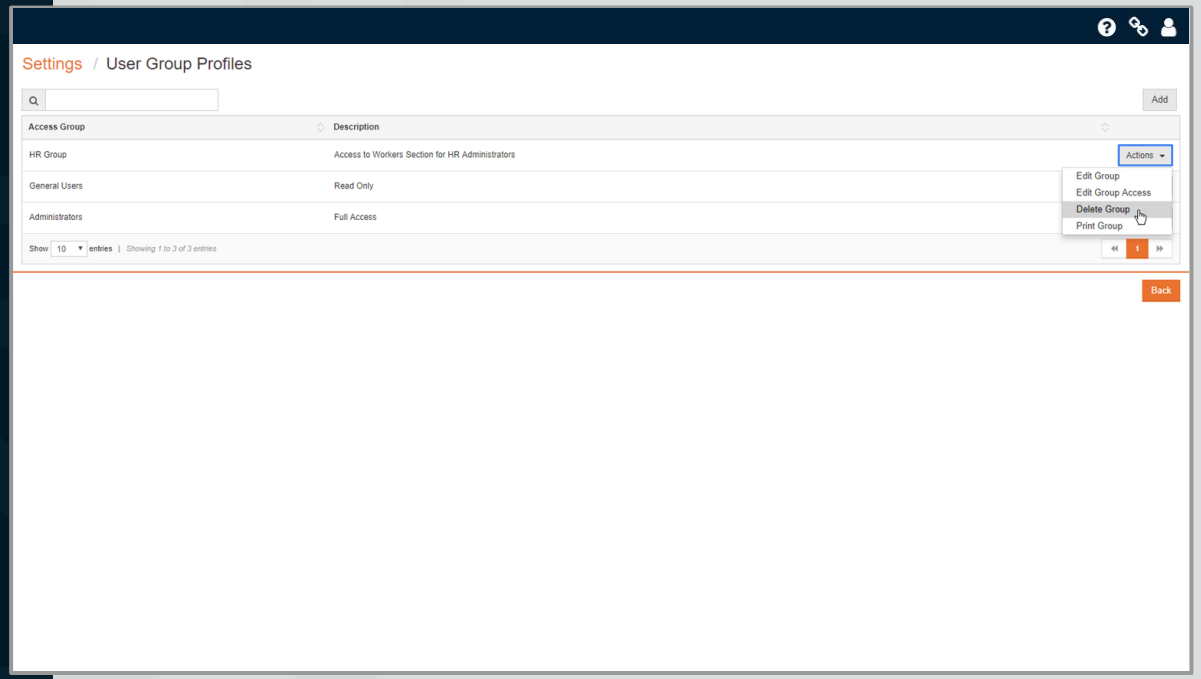
Manage User Groups
Edit, Delete, Print

To edit, delete or print an existing User Group Profile, **click** *'Actions'*, then select the appropriate option.



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