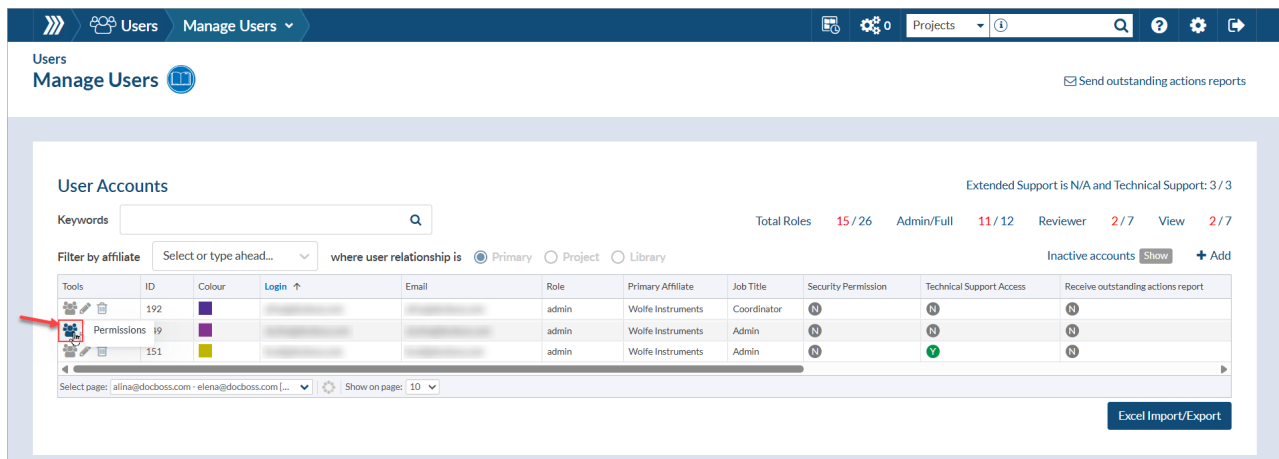


User Permissions

07/02/2025 1:34 pm MDT

Permissions are managed from the **Manage Users** screen. Note that there is a **View Permissions** screen from the instance menu, but it is READ ONLY and is available to all user types.

To edit user permissions, navigate to **System Menu > Users > Manage Users**. From the grid, select the "Permissions" icon of the appropriate user



The screenshot shows the 'Manage Users' interface. At the top, there's a navigation bar with 'Users' and 'Manage Users' tabs. Below this, the 'User Accounts' section is visible. It includes a search bar for 'Keywords' and a filter for 'where user relationship is' with options for 'Primary', 'Project', and 'Library'. A table of user accounts is displayed with columns: Tools, ID, Colour, Login, Email, Role, Primary Affiliate, Job Title, Security Permission, Technical Support Access, and Receive outstanding actions report. A red arrow points to the 'Permissions' icon in the 'Tools' column of the first row. The table shows three rows of data. The first row has ID 192, Role 'admin', and Job Title 'Coordinator'. The second row has ID 151, Role 'admin', and Job Title 'Admin'. The third row has ID 151, Role 'admin', and Job Title 'Admin'. The 'Security Permission' column shows 'N' for the first two rows and 'Y' for the third. The 'Technical Support Access' column shows 'N' for the first two rows and 'Y' for the third. The 'Receive outstanding actions report' column shows 'N' for all three rows. At the bottom right, there is an 'Excel Import/Export' button.

Tools	ID	Colour	Login	Email	Role	Primary Affiliate	Job Title	Security Permission	Technical Support Access	Receive outstanding actions report
Permissions	192				admin	Wolfe Instruments	Coordinator	N	N	N
	151				admin	Wolfe Instruments	Admin	N	N	N
	151				admin	Wolfe Instruments	Admin	Y	Y	N



Note: You must have admin permissions in order to edit the permissions of other users.

User specific permissions

Global permissions

These options control access to every occurrence of an object.



Example: If a user has **full** permissions to **projects** on the **Global** tab, then they will have full access to every project in the system.

IMPORTANT: Global permissions **override** the any specific permissions. If global permission are assigned, individual permissions are **not required**.

Note that a users role will control the options available on the permissions screens. For example - a reviewer role cannot edit projects, so the **edit** option will not be available.

