

Enable Security Permission for a User

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The Security Permission is the highest user permission in DocBoss. It is generally allocated only to one or two users.

The Security Permission allows users to access and edit the [Security Settings](#) screen. Admin users who have this permission can grant it to other admin users.

To enable:

1. On the User Profile for the user you want to provide the Security Permission to, expand the **System access** section. (For steps to get to a user's profile, [see this article](#).)
2. Select the checkbox **Enable security settings**.

System access

Email *
user@company.com

Login name *
user@company.com

Role *
Admin (6 / 8)

Change password

Current password
.....

New password
Must contain 10 letters, including a capital, a number, and a symbol.

DISABLE account authentication ⓘ

Enable security settings ⓘ

Enable bulk action completion ⓘ

3. Save.



Only users who have the Security Permission themselves can assign it to other users, and both users must have an **Admin** role type.