

# User Access

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# 1 User Access

This screen allows you to assign access rights to specific job groups, or remove the rights to access job groups from specific Admin or Remote users.

 **Note:** This job group access automatically filters the **Jobs** screen to show only jobs in that job group, when the jobs screen is accessed directly from the menu. This is also used to restrict access from external systems for Remote Access users - if the user does not have access to the job group for the report they are attempting to view, they will be told and the report will not be displayed.


You can view and edit user access rights.

If you access this screen from the **Users** maintenance screen for a specific user, this screen will automatically display the rights assigned to the user selected. The screen will not display a search panel - it will only show a **Back** button, to return you to the Users maintenance page.



When called from the main menu, you can filter data by:

- *User ID*

Once you have entered the criteria, click **Search**. The screen will display a table of all the matching data. Any plain text boxes will match data that contains what you enter as the criterion.

 Find

User:

 Clear  Search

Current Job Groups

Records Per Page: 10

User	_JOBSWAP_	_LFSRTD_	_PAK_	COLL	DEL	DELX	GAP	JBGDEL	JG01	LSMWK	MAN_TRSPT	MARSH	MLP_DEL	MPMS	MTS	NHSBT-CC	NHSE JAV
08	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N
ADM	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
ANU	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
AT1	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N
AT2	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N
AT3	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N
AT4	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N
AT5	N	N	N	N	N	N	N	N	N	N	N	N	Y	N	N	N	N
AT6	N	N	N	N	N	N	N	N	N	N	N	N	Y	N	N	N	N

*User Access Search Panel and Results table*

The results table will display a single line per User found. Each line will show all the job groups in that site and whether the user has access to them.

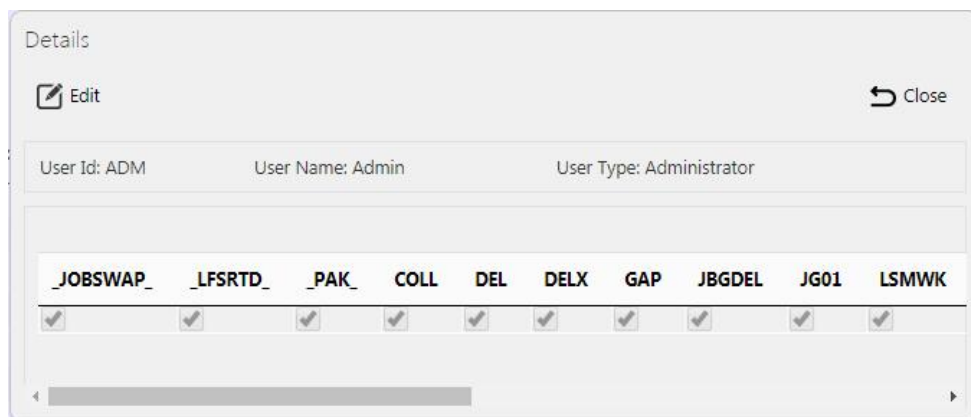
The results table shows the following columns:

- *User* - the User ID.
- A column for each job group in the system, labelled with the Job Group ID.



## 1.1 View/Edit User Access Rights

You can view and edit the user's access rights by clicking the **Select** button against the line in the table. The screen will display a pop-up showing all the details.





Details

 Edit  Close

User Id: ADM      User Name: Admin      User Type: Administrator

_JOBSWAP_	_LFSRTD_	_PAK_	COLL	DEL	DELX	GAP	JBGDEL	JG01	LSMWK
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

*View/Edit User Access Pop-up*

You can edit the access rights by clicking the provided **Edit** button.

The pop-up displays a check-boxes for each job group in the system. The check-box may be checked or unchecked when editing. A checked job group is accessible to that user, whilst an unchecked job group means that the user will not be able to see jobs in the jobs screen.

When changes are complete, you can click **Save** to save the changes, or **Close** to close the pop-up without saving the changes.

