

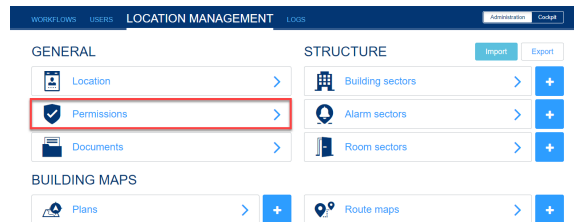
8.2 Access rights



Access Rights

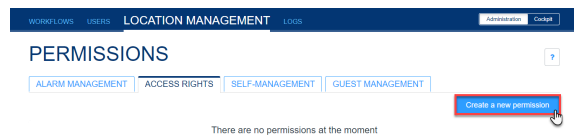
The feature **Access Rights**, which you can find in the **Location Management** under **Permissions**, makes it possible for Administrators to give specific users access to the administrative tabs Workflows, Users, Location Management and logs, who do not have the user role Administrator. The goal is to reduce the workload for the Administrator without losing the track of the granted access rights.

To configure the access rights go to "Location Management" / "Permissions" and there to the section "Access rights".

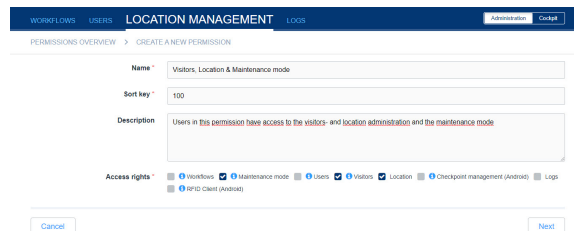


Create new permission

If you want to create a new permission, click on the "Create a new permission"-button.

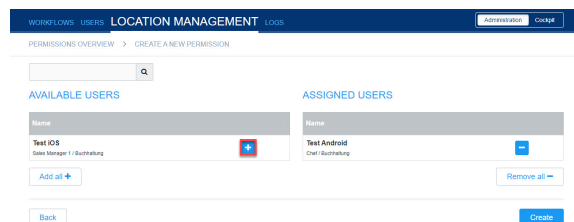


First of all, you can assign a name, a sort key (this affects how high up this permission is in the list of permissions) and a description to the permission.



Then select which areas of the administration or modules in the app menu this permission should have access to.

In the next and last step, you can assign users to this permission, who will then be granted access to the appropriately selected areas of the administration.



You only can add users with the user roles **Emergency- & crisis team supervisor** or **Emergency- and crisis team member** to access rights.



If a user is downgraded to the user role **employee** or **guest** at a later point in time, he will also be automatically removed from the access right!