Granting and controlling permissions

Every permission is made up of the **action permission** and the associated **view permission**.

An **action permission** determines who can call up an action. To allow individual assignments, there are various **permission types**[1].

The **view permission**[2], also referred to as the **competence target**, corresponds to an explicit definition of particular persons, groups, etc. that may be viewed when an action is carried out.
Example: in an evaluation list, the view permission defines persons or groups that can be called up in the query.

A **permission** for various actions can be **assigned** in two ways:

Assignment via the action

To assign the action permission directly via the action, call up the action overview under:

Menu and actions
--> Actions

Use the filter options or the search to call up the action for which permissions are to be assigned/changed. Under the **Permissions** tab you will find an overview of all action permissions already assigned; they can also be deleted and edited here.

- **Permission for all clients:** if this checkbox is activated, the permission check is not carried out when the action is called up. This means every user of every client is authorized to execute the action.
- **"View permission (default)":** this setting relates to the parameter "Permission for all clients" above and defines the default view permission

The **"New action permission"** button can be used to add a new permission; the following options are configurable:

Type	Selection of the type [3]for the action permission: client/group/person/role permission
Executor	Selection of the corresponding group/person/etc. for which the defined permission is to be valid
Negative	The negative permission is used to exclude someone from a general permission. If YES is selected here, the chosen group/role/person or the client may not call up the action.
Inherit permission to subgroups?	This parameter is only offered for the type "group permission": if the parameter is set to YES, all subgroups of the selected group can also access this action
View permission	Selection of the view permission[4]
View access to subgroups?	Only for the type "group permission": if the parameter is set to YES, subgroups of the selected group can also be viewed.
Valid from	Start of validity of the permission (if nothing is specified, the current date)
Valid to	Expiry date of the permission (if nothing is specified, the longest possible validity)

Clicking **"Save"** applies the new permissions and completes the process.

Assignment via person/group/role

Alternatively, permissions can also be assigned directly via the respective group/person/role options. Here the selection of "permission type" and "executor" is omitted, since the permission is already defined explicitly for a person, group, role or client.

First call up, under

MASTER DATA
--> Persons/Groups/Roles

the corresponding person/group/role for which the action permission is to be assigned.

After selecting the corresponding subject you will find, under the **"Action permissions"** tab, an overview of all actions for which a permission exists. The **"New action permission"** button can be used to assign a further permission; the following fields are to be filled in:

Name	Name of the action/configuration for which the permission is to be granted
Negative	The negative permission is used to exclude someone from a general permission. If YES is selected here, the chosen action may not be called up.
Valid from	Start of validity of the permission (if nothing is specified, the current date)
Valid to	Expiry date of the permission (if nothing is specified, the longest possible validity)
View permission	Selection of the view permission[5]
Inherit view permission to subordinate groups	only when assigning via a group: if the parameter is set to YES, subgroups of the user's own group can also be viewed.

Clicking **"Save"** applies the new permissions and completes the process

1. /daisy/webdesk-manual-admin/2650-dsy.html?language=4
2. /daisy/webdesk-manual-admin/2656-dsy.html?language=4
3. /daisy/webdesk-manual-admin/2650-dsy.html?language=4
4. /daisy/webdesk-manual-admin/2656-dsy.html?language=4
5. /daisy/webdesk-manual-admin/2656-dsy.html?language=4