# Introduction

Once an Application is created within DocuPhase, Permissions must be set for Users and/or Groups who need to be able to access it.

## Users and Groups

- **User Configuration:** used to grant an individual access to designated elements and functionality within certain areas of the system, as well as in specific Applications.

- **(User) Group Configuration:** used to set security and functionality Permissions for a Group. Group Permissions take priority over those assigned to an individual User: allowing a User to access elements and functionality via the Group even if he/she does not have that same access as an individual User.

### ⚡ EXAMPLES

*Group Account examples include the following:*
- *Based on department membership (e.g., Sales, HR, Customer Service)*
- *Job scope and responsibility (e.g., scanner operators, data entry personnel, analysts, claims processors, auditors, supervisors, system administrators, etc.)*
- *Limited Permissions for identified types of duties and responsibilities (e.g., customers, vendors, contractors, clerks, etc.).*
- *System Administration purposes related to Users with full Permissions across all departments, or Departmental Administrators Groups with scope limited to their specific departmental authority.*

# Adding Users and Groups

Unless you already have Users and/or Groups set up in the system, you'll need to add them:

## Add a User

1) Go to **Administration▶Core▶User Configuration**.

2) Click **Add User** to display the *Preferences* screen.

3) Set *User Preferences* on each tab, then return to the **User Profile** tab.

4) Click **Add** to complete the User settings and return to the *User Configuration* screen.

5) Click 🔒 next to the name of User to begin setting *Permissions*.
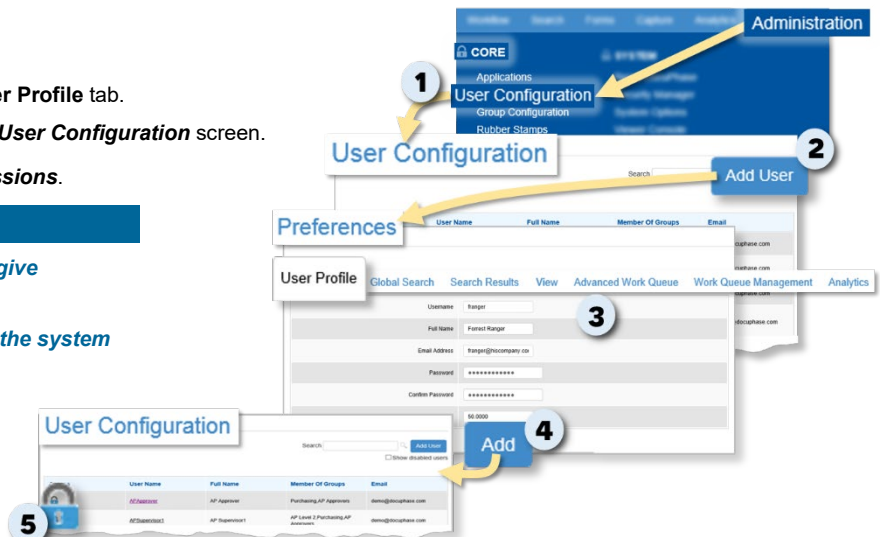


### ⚡ TIP

*Remember that 🔒 is the icon you click when you want to give access/Permissions to a User or Group.*

*But ⚙ is the icon that indicates an item or element within the system that is available for configuration.*



## Create a Group

1) Go to **Administration▶Core▶Group Configuration**.

2) Enter a name for the Group you want to create.

3) Click **Add Group** to add the new Group name to the list on the *Group Configuration* screen.

4) Find and click on name of the new Group to display the *Group Detail* screen.

5) Make settings as needed (i.e., add/remove members, change the Group name, etc.).

6) Click **Update** to save the settings and return to the *Group Configuration* screen.

7) Click 🔒 next to the name of Group to begin setting *Permissions*.

# System Permissions

These settings apply to major areas of the rather than to specific areas such as Applications, Users, Groups, etc. In addition, the settings can be set for either Users (via Administration▶Core▶User Configuration) or Groups (via Administration▶Core▶Group Configuration) The following Permission sets are included under the System tab:

| Permission Setting | When enabled (☑), this setting allows the User/Group Member to... |
|---|---|
| **Capture Set** | **control features related to the capture of data, documents and files that are used in indexing and submission of items for capture in the DocuPhase repository** |
| **Hide iLink Update Prompt** | suppress update prompts initiated by the iLink product. |
| **Perform iLink Index Update** | extract a data value from a window or web-page, and submit it to DocuPhase to update one or more DocuPhase index field values for a document. With this permission option enabled, DocuPhase permits such updates. |
| **ScanDox** | install the DocuPhase capture software product, ScanDox, using the Tools tab on the Navigation Menu bar. <br><br> *NOTES* <br> • *This permission provides the ability to install ScanDox as a Tools Menu application. Display and Navigate to the DocuPhase Tool Bar, then select* **Tools▶Scandox** *for a one-time download.* <br> • *Since Administrators may optionally use an Unattended Install ("Silent Install") to place ScanDox and the DocuPhase full-function Viewer on the workstation, the user may not need access to ScanDox via the Tools menu.* |
| **Configuration Set** | **control features \ related to the range of functionality for selected user to define and edit the configuration of DocuPhase Definitions (i.e., configuration metadata).** |
| **InBox** | access documents in a DocuPhase User's Inbox. These documents can be routed to either another Application, another User, or to a (User) Group. In addition, the Inbox Permission gives the User access to the Routing option on the Main Menu <br><br> *IMPORTANT!* <br> *Because the Indexes associated with a document sent to a User's inbox can't be seen or updated, such documents must be manually indexed prior to it being submitted to an Application.* |
| **Index Type Add** | add index types. <br><br> *NOTE* <br> *This option works in conjunction with the Index Type Update setting; a User must have both Permissions enabled in order to add, update, and/or delete an index type.* |
| **Index Type Delete** | delete an index type. <br><br> *NOTE* <br> *This option works in conjunction with the Index Type Update setting; a User must have both Permissions enabled in order to add, update, and/or delete an Index Type.* |
| **Index Type Update** | update/edit an index type. <br><br> *NOTE* <br> *In order to use this option, the Index Type Add option must be enabled; to use this option to delete an Index Type, the Index Type Delete option must be enabled.* |
| **Pre Sort Application** | adds the Pre-Sort General Capture option to the menu: providing the User access to the General Capture functionality. <br><br> *NOTE* <br> *This setting must be enabled in order to designate a User as a Pre-sort Person (as described below).* |
| **Pre Sort Person** | send documents from General Capture to another User's inbox. <br><br> *NOTE* <br> *The Pre-Sort Application option (as described above) must be enabled for this User before the Pre Sort General menu option is displayed.* |
| **User List Add** | add a User Defined List (UDL). <br><br> *NOTE* <br> *This option works in conjunction with the User List Update setting; a User must have both Permissions enabled in order to add, update, and/or delete a User List.* |
| **User List Delete** | delete a User Defined List (UDL). <br><br> *NOTE* <br> *This option works in conjunction with the User List Update setting; a User must have both Permissions enabled in order to add, update, and/or delete a User List.* |
| **User List Update** | update/edit a User Defined List (UDL). <br><br> *NOTE* <br> *In order to use this option, the User must also have Permission to Add and Delete a User List (as described above).* |

| Permission Setting | When enabled (☑), this setting allows the User/Group Member to... |
|---|---|
| *System Permissions (continued)* | |
| **Search Set** | **control features are related to the authority a User has to define and edit DocuPhase Applications, as well as perform searches based on checked-out items.** |
| **Application Add** | add/build an Application<br><br>**NOTE**<br>*This Permission adds the Applications option to the Administration▶Core menu in the main header: providing access to the Applications Configuration screen.* |
| **Application Delete** | delete an Application.<br><br>**NOTE**<br>*This Permission adds the Applications option to the Administration▶Core menu in the main header: providing access to the Applications Configuration screen.* |
| **Search All Applications Checkout** | search for a document she/he checked out, across *all* Applications.<br><br>**Example**<br>*Let's say, as System Administrator (using User name "sysadmin"), you have several documents checked out regarding policies for different departments. However, you aren't sure to which Application one specific document belongs. You can use this functionality to search across ALL Applications for only the documents you have checked out as sysadmin.*<br><br>**NOTE**<br>*This setting only applies to Applications that have Revision Control enabled. When this option is enabled, an All option appears at the bottom of the Application field on the Application Search screen. When selected, the All option displays two search fields: one that allows the User to filter by name (in this case, his/her own name only); the other allows the User to specify how many records per page should be displayed in the Results* |
| **Search Any User Checkout** | search for all document checked out by any specific User or all across all Applications.<br><br>**Example**<br>*Let's say, a System Administrator (using User name "sysadmin"), is informed that a User, Sharon B., forgot to check in several documents before she left for vacation. However, Sharon's supervisor is unsure if her department may need one of those documents before Sharon returns.*<br><br>*As a User with this option enabled, the System Administrator can do a search for all documents that were checked out by Sharon, so that if any of the documents are needed, they can be released for other Users prior to Sharon's. return.*<br><br>**NOTE**<br>*This setting only applies to Applications that have Revision Control enabled. When this option is enabled, an All option appears at the bottom of the Application field on the Application Search screen. When selected, the All option displays two search fields: one that allows the User to search by name; the other allows the User to specify how many records per page should be displayed in the Result.* |
| **Workflow Set** | **control features related to what a User/Group of Users can (or cannot) do within Progression Workflows (including *Progression Designer*).** |
| **Calendar Edit** | define and edit Custom Calendar settings that can also be used in expressions under the Progression Expression Builder Wizard. |
| **Priority Edit** | change priorities on Workflow documents. |
| **Reassign Tasks** | reassign a Progression task that has already been assigned to the logged in Users account. |
| **Reassign Any Task** | reassign any Progression task that is assigned to any User or Group. |
| **Work Item List** | view all Progression-designed Workflow - My Work Items rather than accessing the next work item only. |
| **Progression Studio** | download the Progression Studio product. |
| **Analyses-Reports Set** | **control options related to Analytics Administration, selective access to designated Analytics Dashboards, the ability to dynamically design, as well as test new data Analyses, or limit the User to view and use limited drill-down functionality.**<br>**In addition, when they have been set up, Reporting Templates may be configured to generate text and/or graphical reports that can be viewed, printed, and downloaded: allowing use of saved/shared report definitions.** |
| **Analytics Admin** | access the Analytics configuration settings via the Administration tab on the main header<br><br>**NOTE**<br>*Although this setting may be enabled, it does not provide access to the Analytics tab.* |

| Permission Setting | When enabled (✓), this setting allows the User/Group Member to... |
|---|---|
| *System Permissions>Analysis-Reports Set (continued)* | |
| **Analytics Viewer** | view existing designed and stored analyses, dashboards, and reports. |
| | *NOTE* |
| | *To better understand and use the available information, this view-only setting allows the User to interactively adjust data selection criteria and perform drill-down operations, as well as temporarily adjust formatting and renderings, etc. However, it does not allow the User to perform design and save activities.* |
| **Analytics Design** | access the Analytics Design Toolbar, as well as all capabilities of the Analytics Viewer (when using the Designer). |
| | *NOTE* |
| | *This does not provide Permissions to make administrative configuration changes.* |
| **Analytics Executive Dashboard** | have view-only access to the Executive Dashboard |
| | *NOTE* |
| | *This setting also allows the User to drill-down to an executive version of the Operational Dashboard, ,then to the Performance Dashboard* |
| **Analytics Operational Dashboard** | have view-only access to the Operational Dashboard |
| | *NOTE* |
| | *The User may also drill-down down from the Executive Dashboard to the Performance Dashboard.* |
| **Analytics Performance Dashboard** | have view-only access to the Performance Dashboard. |
| *System Reporting* | *As of Release 6.0, this Permission is currently unused.* |
| | *NOTE* |
| | *This option does not affect the Standard Reports: Batch, Document Count, Page Count or  Summary which are currently provided by the Analytics component.* |
| **Administration Set** | **controls elements related to the granting of administrative Permissions to a User, and includes optional and related integrated systems (e.g., Progression, ScanDox, iForms, Analytics, etc.).** |
| **FTP Config Access** | add and edit FTP Data Transfer Configurations: required for FTP Configuration that is used for setting FTP Export Destinations. |
| **Remove Session** | end the active DocuPhase session for any/all currently logged in accounts. |
| **System Options Update** | update system configuration options, as well as modify settings within ScanDox Profile configuration. |
| **User Add** | create/add a new User account. |
| | *NOTE* |
| | *This option works in conjunction with the User Update setting; a User must have both of these Permissions enabled in order to add a new account.* |
| **User Disable** | disable an existing User account preventing access and activity under that User Name. |
| | *NOTES* |
| | • *Disabled accounts are never deleted from the system: maintaining the integrity of any past audit trail references to activities performed while the account was active. Because a User account is never deleted, it can always be re-enabled.* |
| | • *This option works in conjunction with the User Update setting; a User must have both of these Permissions enabled in order to disable an account.* |
| **User Update** | update a User account, including all System-Level Permissions (as described in this section). |
| | *NOTE* |
| | *To use this option to allow the User to add Users, the User Add option must also be enabled; to use this option to allow the User to disable other Users, the User Disable option must also be enabled.* |
| **User Group Add** | create a Group of Users. |
| | *NOTE* |
| | *This option works in conjunction with the User Update setting; a User must have both of these Permissions enabled in order to add a new account.* |
| **User Group Delete** | delete a Group of Users. |
| | *NOTE* |
| | *This option works in conjunction with the User Group Update setting; a User must have both of these Permissions enabled in order to add a new account.* |
| **User Group Update** | update a User Group |
| | *NOTE* |
| | *To use this option to allow the User to add Users, the User Group Add option must also be enabled; to use this option to allow the User to delete User Groups, the User Group Delete option must also be enabled.* |

# Application Permissions

Setting Application Permissions includes the same steps for individual Users as it does for Groups. In addition, depending up on the level of Permissions being set, multiple screens may be involved:

- **Application tab** on which you can set very general Permissions or drill down for more detailed Permissions
- **Application Configuration** that is accessed from the initial Application tab screen, and where detailed permissions are set for working in Applications.
- **Document-Level and/or Index-Level Configurations** that is accessed from the initial Application tab screen, and where restrictions can be set at either the Document or Index levels.

## The Application tab

The Application tab on both the User and Group Permissions screens provides a way for you to the following:

- Give general access to Applications to specific Users or Groups
- Access more detailed Permissions for specific Users
- Access Document and Index Security level settings

| Permission Setting | When enabled (✔), this setting allows the User/Group Members to... |
|---|---|
| **Multi-App Configuration** ⚙ | access and make simultaneous configuration settings for two or more Applications. In this way, if you have Users and/or Groups that require the same sets of Permissions, you can make them all at one time, rather than having to set them individually. <br> **NOTE** <br> *Selecting this option displays the Permissions configuration screen (as described in the next section of this document).* |
| **Select All** | grant (✔) access to all of the Applications in the list. |
| **Grant** | enable (✔) access to specific Application(s). |
| **Application Name** | view a list of the names of all available Applications to which you can grant access. |
| **Configuration** | know when an application is available for Permissions Configuration for the designated User or Group. |
| **Indexing Profiles** | make settings for Indexing Profiles for mCapture. |
| **Document Level Security (DLS)** 🔒 | view and set/restrict access to an Application's documents by a Group and/or or User according to the UDL values on this screen. <br> **Example** <br> *A Group or User known as HR Generalist I (HRG1) must be prevented from seeing documents for an Application named "Candidates" unless all of the following UDL conditions are set:* <br> • *access to the UDLs named DocType and StatusDocType, AND…* <br> • *values in the above named UDLs are set to 'Background Check' or 'Criminal History', AND…* <br> • *with status set to 'Active' or 'Pending'* <br> *If all three of these conditions are not met, any User or Group identified as HRG1 doesn't see the document(s).* <br> **NOTE** <br> *If you don't see Application Permissions in this column, it is because DLS is not enabled in the Application itself (i.e., Administration▶Core▶ Applications). If you want to set DLS Permissions, then go to the configuration screen for that Application and enable (✔) the DLS option.* <br><br> ☑ Enable Revision Control <br> ☑ Enable Revision Tracking and Audit Trail <br> ☐ Enable Auto Check In for annotations <br> ☑ Force comments on check in <br> ☑ **Enabled document level security** <br> ☐ Exclude from global searching <br> ☑ Enable Progression Events |
| **Index Level Security** 🔒 | view and set/restrict access to very specific information within a document, while still allowing access to that document, as well as to the Application in which it resides. This setting can be applied not only to Applications, but can also be configured for Users and Groups. When ILS has been enabled, users/groups are restricted from searching, viewing, and/or changing designated Indexes; while other Users and Groups may have full access to these same Indexes. <br> **Example** <br> *In healthcare settings, you may want certain staff to be able to access lab and other medical diagnostic results in the Diagnostic Results Application, but not want them to have access to any personal information other than a patient's name and date of birth (i.e., not allowing access to such information as address and phone number).* <br> **TIP** <br> *To protect the most sensitive documents (such as financial or protected health information) you can combine both Document and Index Level security settings.* |

# Application Permissions Configuration ⚙

When the icon appears in the Configuration column on the it Application tab, it indicates that the application is available for more detailed Permissions Configuration for the designated User or Group. The following settings appear on that screen:

**✋WARNINGS!!!**
- *Be sure to use these Permissions carefully as too many Users with too many Permissions for an Application can lead to a complicated and disorganized use of an Application.*
- *Use deletion functionality with care. Once you delete an item, it cannot be accessed or recovered; you must recreate it.*

**⤵ TIP**

*To protect the most sensitive documents (such as financial or protected health information) you can combine both Document and Index Level security settings.*

| Permission Setting | When enabled (☑), this setting allows the User/Group Members to... |
|---|---|
| **Cabinet Management** | **specify what a User or Group of Users can do with regard to an Application and Indexes.** |
| **Index** | add, Update, and/or Delete Indexes. |
| **Application** | make changes to the Application itself. |
| **Account Functionality Management** | **choose from a multitude of options that allow the specified User or Group to make settings related to the following:** |
| **Application Management** | implement and de-implement an Application. |
| **Forms** | • **Form Create Edit** – design and create a form, then make changes to a saved Form.<br>• **Form Delete** – delete any Form to which he/she has access.<br>• **Form Fill** – select/enter data into a Form: creating and capturing a new document as an "electronic form". |
| **Revision Control** | • **Delete Revision** – delete any revision of a document to which he/she has access.<br>• **Document View Revisions** – see any revision of a document within the designated Application.<br>• **Promote Revision** – set a previous document revision as the current version.<br>• **Revisions Control** – check-in and check-out documents within a designated Application.<br>• **Undo Any Checkout** – discard any edits, and return the document "as is" to the repository without having to check it back in. |
| **Indexing (Values Only)** | • **Indexing Edit** – make changes to index values (not to the Indexes themselves).<br>• **Indexing MultiEdit** – edit multiple indexes simultaneously.<br>• **Manage Indexing Profiles** – create and maintain Indexing profiles.<br>• **Manual Indexing** – manually (rather than automatically) Index documents.<br>• **Route Application** – route documents out of an Application.<br>• **Route Person** – route documents to a specific User's Inbox from an Application. |
| **Annotations-Notes** | • **Annotation Settings** – view, edit, and add for all Users.<br>• **Annotation Edit Own** – edit his/her own Annotations, while restricting him/her from editing the Annotations of others.<br>• **Hide Redaction** – "uncover" redacted text: making it visible.<br>• **Note settings** – add and/or View for Notes stored in a document/file. |
| **Tagging** | add, view, remove, and/or rename Tags. |
| **Saved-Queries** | not only Save Queries, but also to Delete and Share them. In addition, you can enable settings that allow Users to view (and use) and modify Shared Queries (i.e., Queries created and saved by other Users). |
| **Operations** | • **Document Hard Delete** – remove a document and all of its metadata from the repository. However, prior to performing a Hard Delete, you need to perform a Soft Delete of the same item.<br>• **Document History Report** – generate and display system event history (via the Reporting component).<br>• **Document Soft Delete** – remove the document from processes and search results, while the document and its metadata are maintained within the repository: making them available for future use. Soft deleted items are flagged (i.e., "X" as the Object-Status), but must be hard deleted to be permanently removed from the system.<br>• **Download Document** – save a file on a specified local or network folder.<br>• **Edit Object Status** – change the status of an object* (e.g., re-adding a soft deleted item "X" to the system).<br>• **Email** – send emails with attachments.<br>• **Export** – use the Data Transfer component.<br>• **Open PDF Document in Viewer** – view PDF documents within the native viewer.<br><br>**⤵ TIP**<br><br>*This is typically used when Users have full versions of Adobe.*<br><br>• **Print Image** – print a hard copy of an image from<br>• **Scan Image** – send documents from the full-functionality Viewer (i.e., the Heavyweight Viewer) to (via ⤵).<br>• **Search Document Text** – use Full Text Search. If Full Text is not activated, or if this option isn't enabled, Users can still search by Index Values.<br>• **Show All Statuses** – see searchable and unsearchable items (based on their Object Status).<br>• **Upload File** – manually upload files. |