Permissions

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Brief Explanation of Levels

Guest/View (Lowest Level)	• Can view content they have rights to
Read Only (Request Tracker only)	• Can only view requests in categories where they have Read Only rights
Author	• Lowest level of actionable user to the admin side. • Can create content but cannot make it public on the site
Publisher	• Can create and publish content (items) to the sites
Owner	• Can create and publish content to the sites • Has control at the category level (publish/unpublish, setting permissions, etc)
System Admin	• Has administrative control to the site • Has access to all functionality available to the client and all content within it
Super User (Highest Level)	• Has access to every administrative function

Levels of Permission

- Category
    - If a group has category level permissions, they only have access to the specific categories their group has been assigned rights.
- Module
    - If a group has module level permissions, this means they have the assigned level of access to ALL categories in the module.

Notes

- Permissions can only be given to groups, not individual users.
- Users who belong to more than one group with rights to a category or module, get the highest level of permission granted between the groups to which they belong.
    - Example: If Bob is in Group A and Group B and Group A has author rights to Category 1 and Group B has owner rights to Category 1, Bob will have owner-level access to the category and the content within it.
- Save and Push Down
    - This functionality is available at the module level and at the category-level in modules that allow nlevels of categories. This functionality will remove all permissions from the categories below it and replace them with the permissions on the level the Save and Push Down button was pushed.
    - This functionality should not be used lightly. Once a site has been set up and is in use, this functionality should rarely be used.
- The System Administrators group automatically gets permissions to all categories.

- For modules with multiple level of categories, new subcategories inherit the permissions from their parent categories. Parent categories will inherit their permissions from the module level.
- For modules with only one level of categories, new categories inherit permissions from the module level.
- Module-Level Permissions
    - Permissions set on the module level carry over to all categories.
    - These permissions are not 'permanent' permissions.
        - If a group gets module level permissions and then those rights are removed, any previous permissions the group had to a category still exist.
            - Example: Group A has publisher permissions to Category 1. Group A gets owner level permissions at the module level. Group A now has owner level rights to all categories. Group A's module level permissions are removed. They still have publisher permissions to Category 1.
    - When setting permissions at the category-level and a group has permissions set with all of the checked checkboxes greyed out, this means the user has that level of permissions set at the module-level.
    - If a group has a certain level of permissions at the module-level, users cannot remove, or give them a lower level of permissions at the category level. They can only elevate them.
- Category-Level Permissions
    - If a group has only category-level permissions, they can only see and access those particular categories on the admin side. The exceptions to this are Pages, Staff Directory and Document Center.
- Guest Permissions
    - The Guest group gets permission to all (top-level) categories by default. This is regardless of whether the Guest group is checked at the module level or not.
    - In order to remove guest rights at a category level, the checkbox for Guest must be unchecked at the module level.
    - Removing the check for the Guest group at the module level will not automatically remove it for all the categories in the module, it simply allows the checkbox to be unchecked at the category level. This is similar to how other module permissions work. The part that makes it more confusing is the fact that Guest rights are given by default where other permissions are not.
- View Permissions
    - View permissions can only be explicitly given to front-end groups.
    - View permissions only apply when the guest rights have been taken off a category
    - For users who belong to a back-end group and a front-end group
        - If guest rights are taken off a category and the back-end has rights to it, they will see it when they log in to the site on both the front-end and the admin side.
        - If guest rights are taken off a category and a back-end group does not have rights to it, they will not see it on the front-end or admin side.
            - This includes the modules allowing users to access more than just what they have permissions to.
- Front-End Groups

- o If the only permissions checkbox available for a group is View, the group is a front-end group.
- Permissions Within Our Modules
  - o We have several 'types' of permissions setups within our modules. In some cases, there are even variations within the different types.
    - We have modules that follow the standards above and some that should but don't.
    - We have some that mostly follow it but have some exceptions due to additional, necessary functionality (Agenda Center).
    - We have some that only offer module-level permissions. These will not follow the standard category/item structure (OJA, User Admin, Resource Directory, etc).
    - We then have some that are all or nothing. If a group has permissions to a module, they will have access to any available, non-super user functionality, regardless of what permission level they were set up with.