

## What is: a User Group?

User groups allow a group of users to have the same permissions and access to specific domains and/or classes.

EcoDox comes preconfigured with 5 groups. These groups are:

- DCAdminRole: This is the administrative group. This group has access to all features and functionality of EcoDox along with automatic access to all existing and new document classes and domains created
- DCAnnotateRole: This is the annotate group. This group has access to all features and functionality of the image applet. This group only has access to user buttons on the upper navigation tool bar. Access to Document Classes and Document Domains are not included in this group.
- DCBasicRole: This is the basic group. All users need to be a part of this group. This group has basic permissions to pages and buttons that all users of the system need to have.
- DCExternalRole: This is the group that all external users are members. When an external user logs into the system via an expiring link email, this is the group they use. This group has view only access and no access to any functions within the applet and application.
- DCViewOnlyRole: This is the group that can only view documents. Members of this group have access to user buttons on the upper navigation toolbar, but cannot edit index values, annotate, or add documents. Access to Document Classes and Document Domains are not included in this group.



Goal: Create user groups, allowing specific groups of users to do specific things (ie edit, view sensitive material, delete...)

Complexity Level: Administrator

Prereq / Related Instructions: NONE

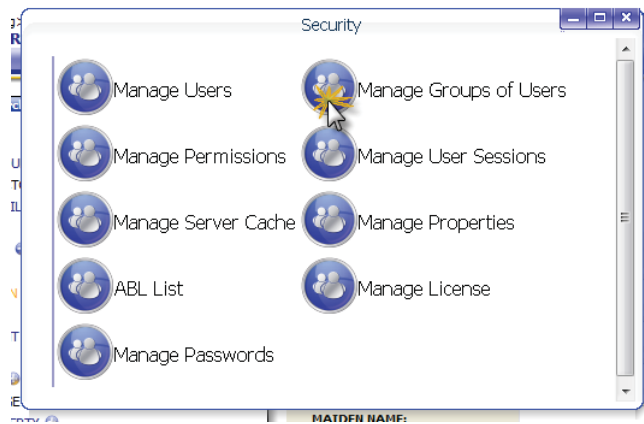
How To: Create User Groups



**Step 1: Navigate to Security Admin**– Select **Security Admin** from the Fisheye Navigation bar.



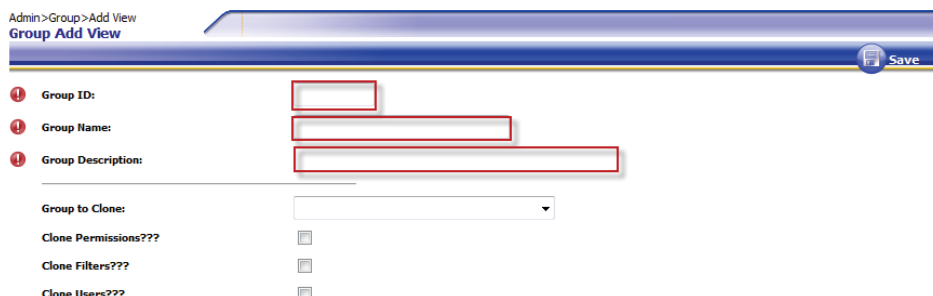
**Step 2: Manage Groups of Users**– Select **Manage Groups of Users** from the security window.



**Step 3: Create New Group**– Select the **New** button to create a new group.



**Step 4: Fill in Required Fields**– Fill the in the required fields for the Group



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**Step 5: Clone Group** – Select an existing group to Clone. This allows an administrator to create a group without needing to start from scratch.

Group to Clone:

Clone Permissions???

Clone Filters???

Clone Users???

- Singularity Administrator
- Singularity Annotate
- Singularity Basic
- Singularity External
- Singularity Group Administrator Role
- Singularity Import
- Singularity Integration Role
- Singularity Mass Access Role
- Singularity Power
- Singularity Reports Role
- Singularity Template Administrators
- Singularity Template
- Singularity ViewOnly
- Singularity Workflow Administrators
- Singularity Workflow

**Step 5b: Clone Group** – Also select to clone permissions, filters and users to save time. Then select Save.

Admin>Group>Add View  
**Group Add View**

Group ID:

Group Name:

Group Description:

Group to Clone:

Clone Permissions???

Clone Filters???

Clone Users???

Save



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**Step 6: Permissions** – The permissions of the new group appear. Showing that the users in this group are allowed to save, see tabs, add documents, etc.

Admin>Group>Detail View  
test group Permission List View

Group Detail Users Administrators Domains Classes Applet System Filters Custom Catalog

Permission Alias: ABCDEFGHIJKLMNOPQRSTUVWXYZ0123456789

**Permissions**

**Permission Alias:** Add Document Button Functionality  
**Description:** Grants a user or group the permission the functionality to add a document to the Archive.  
**Actions:** Granted Permission  
**Active Indicator:** [Indicator]  
[Delete this permission assignment?](#)

**Permission Alias:** Add Documents to Archive - Save Functionality  
**Description:** Grants a user or group permission to view elements within the page. Without this permission, the user or group will not be able to access this resource.  
**Actions:** Granted Permission  
**Active Indicator:** [Indicator]  
[Delete this permission assignment?](#)

**Permission Alias:** Advanced Search tab  
**Description:** Grants access to the Imaging System Advanced Search tab  
**Actions:** Granted Permission  
**Active Indicator:** [Indicator]  
[Delete this permission assignment?](#)

**Permission Alias:** Base Permission  
**Description:** Base Permission - Grants access to the primary rendering resource. All users must have this permission.  
**Actions:** Granted Permission  
**Active Indicator:** [Indicator]  
[Delete this permission assignment?](#)

**Permission Alias:** Base Tab Permission  
**Description:** Base Tab Permission - Grants access to the default tab permission rendering resource.  
**Actions:** Granted Permission  
**Active Indicator:** [Indicator]  
[Delete this permission assignment?](#)

**Permission Alias:** Blank XML - System Use  
**Description:** Blank XML - System Use - Do not delete this permission.

**Step 7: Users**– To place users in this group. Select the Group Users tab, Select New and then add the users.

EcoDox™  
Powered by Singularity

Admin>Group>User List  
test group User List View

Group Detail Users Administrators Domains Classes Applet System Filters Custom Catalog

User ID: ABCDEFGHIJKLMNOPQRSTUVWXYZ0123456789

User ID	User Name	User Description	Remove User?
admin	admin	test	Remove User?
dcadmin	Administrative User	Singularity application administrative user	Remove User?
dcanotate	Basic Image Annotate User	Singularity image annotate user	Remove User?
dcapuser	dcapuser	dcapuser	Remove User?
dcbasic	Basic User	Singularity basic user	Remove User?
dcexternal	External User	Singularity external guest user	Remove User?
dcimport	Import User	Singularity import user	Remove User?
dcpower	Power User	Singularity Power User	Remove User?
dctemplate	Template User	Singularity template user	Remove User?
dcviewonly	Basic View Only User	Singularity view only user	Remove User?
dcworkflow	Workflow User	Singularity workflow user	Remove User?
uJuRyP	JuryP User	Jury Plus Image Search User	Remove User?

Complete!!!

