

Tech Tip #57 idocVAULT Permission Management

****These settings and features may not be available for all clients. If you do not see them, please contact your solution provider.****

Under the **Available Permissions** field in idocVAULT, permissions already granted to a user via group membership will display in green font. This provides a quick way to identify which permissions you may still need to grant manually versus permissions to which the user already has access.

[Provide bulk permissions to a user via group membership under **Available Groups**, and manage a user's groups under **Assigned Groups**. The granted permissions will be listed under **Effective Permissions** and display in green font under **Available Permissions**.]

Permissions not shown in green font can be manually granted to a user by selecting a permission and pressing the **Allow** button next to **Available Permissions**. The permission will be removed from the **Available Permissions** field and added to the **Allowed Permissions** field.

The screenshot displays the 'USER SETTINGS' interface for user 'RILEYTEST@QC'. The interface includes fields for User Name, Password, Description, Expires, Email, and Full Name. There are also checkboxes for 'Associate User with Control ID', 'Password Never Expires', 'Locked Out', and 'Force Change'. Buttons for 'Save', 'Add', and 'Delete' are present. Below these fields are four main sections: 'Available Permissions', 'Allowed Permissions', 'Denied Permissions', and 'Effective Permissions'. The 'Available Permissions' list includes 'EDOC SIG RESET PACKAGE', 'EDOC SIG SEND DOCUMENT', 'EDOC SIG SETUP', 'EUPDATE MANAGE SETTINGS', and 'EUPDATE MANAGE UPDATES'. The 'Assigned Groups' list includes 'EDOC SIG_QC'. The 'Effective Permissions' list includes 'EDOC SIG CLOSE PACKAGE', 'EDOC SIG DELETE PACKAGE', 'EDOC SIG MANAGE DOCUMENTS', 'EDOC SIG RESET PACKAGE', and 'EDOC SIG SEND DOCUMENT'. Red arrows indicate the flow of permissions from 'Available Permissions' to 'Effective Permissions' via the 'Allow' button, and from 'Assigned Groups' to 'Effective Permissions'.