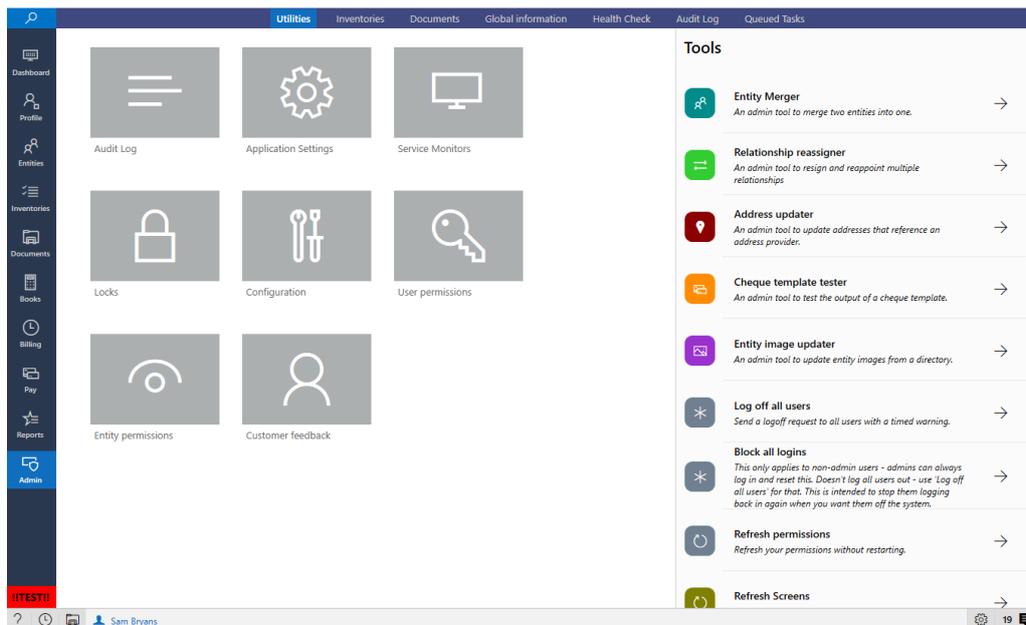


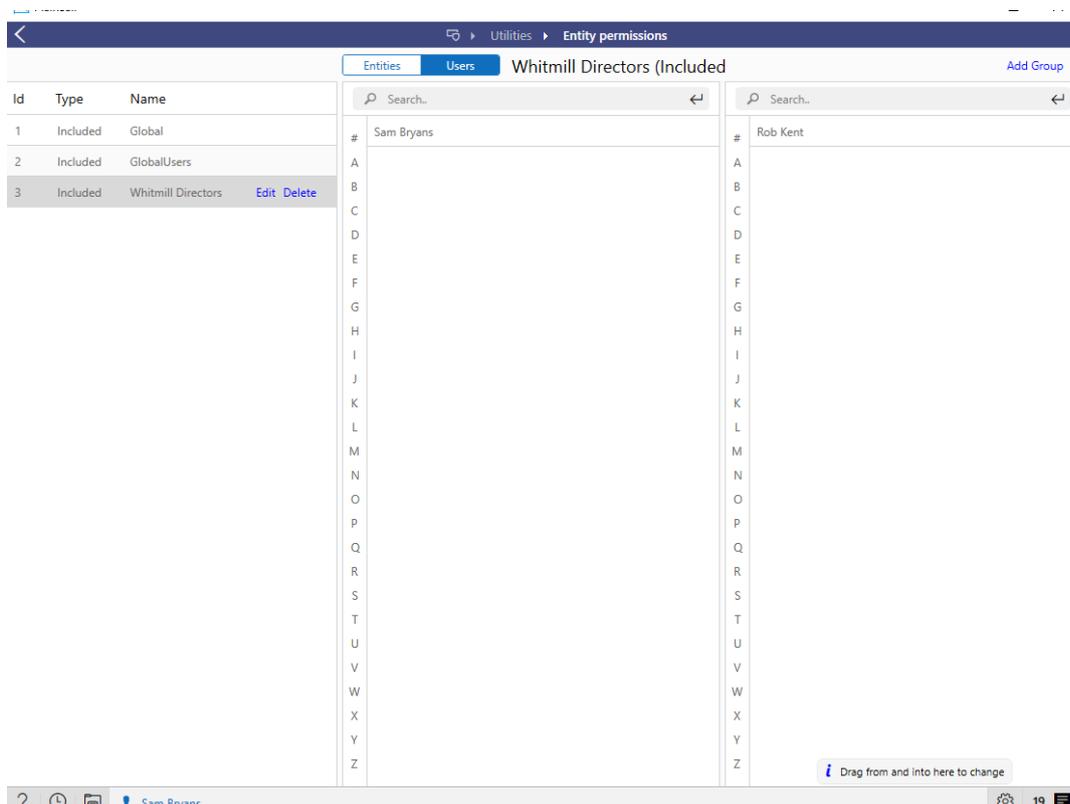
Entity permissions

To manage the permissions for entities, navigate to **Admin -> Utilities -> Entity Permissions:**



The following screen will be displayed which contains three columns, the left-hand column displays any groups setup. Entity groups can be inclusive or exclusive, allowing you to create finely grained permissions. Exclusions override inclusions which means that even though a user may be in five groups that give them access to Entity A, if they are in any group that excludes them from Entity A, they cannot see it.

Once you have selected a group the central column will display users and entities within that group (two tabs). You can change the Users or Entities from group by dragging between the centre and right-hand columns and click **Save** when you have finished. You can preview the entities a user can see by selecting next to their name and clicking the blue hyperlink **What can they see?**



Note that you cannot change the entities in the Global group and you cannot change either the users nor the entities in the GlobalUsers group as these groups are maintained internally by the system.