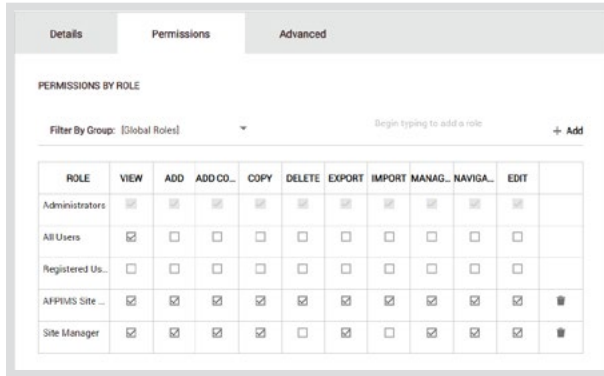


USACE Permissions

Updated June 5, 2023



ROLE	VIEW	ADD	ADD CO...	COPY	DELETE	EXPORT	IMPORT	MANAG...	NAVIGA...	EDIT
Administrators	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
All Users	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Registered Us...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AFPIMS Site ...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Site Manager	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

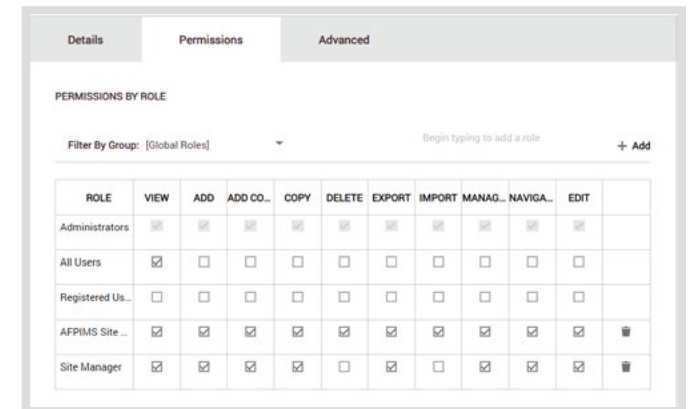
Permissions

Overview

AFPIMS uses a combination of security roles and permissions to determine which users can perform certain functions on a site. For example, some users are only allowed to view a certain page or module, while others can edit, delete, or even have full control over that page or module. Permissions provide an incredible amount of flexibility; however, they must be managed carefully, as giving permissions to the wrong users can have dire consequences.

Page Permissions

1. Hover over the **Content** menu icon in the Persona Bar and click **Pages**.
2. Select the page you are setting permissions for then click the **Permissions** tab.
 - a. Alternatively, if you are on the page you are configuring permissions for and the page is in Edit Mode, you can click on the gear icon in the lower-left corner of the page to be taken to the Page Settings in the Pages area.
3. Under the **Permissions by Role** section, in the **Filter By Group** drop-down, select either **<Global Roles>** or **<All Roles>**.
4. In the **"Begin typing to add a role"** field, start typing the title of the role. Matching roles appear. Select the Role to add and click the **+Add** link.
5. Select the permissions for this role by placing a checkmark in the appropriate check box. Remember, for a user or role to be able to edit a page, they need both view and edit permissions. ***Note: The All Users role must have View permissions to view a page or module. Denying View permissions to All Users includes your own account, and you are not able to view or edit the content.**
 - a. **View:** The ability to see the page.
 - b. **Add:** The ability to add sub-pages.



ROLE	VIEW	ADD	ADD CO...	COPY	DELETE	EXPORT	IMPORT	MANAG...	NAVIGA...	EDIT
Administrators	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
All Users	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Registered Us...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AFPIMS Site ...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Site Manager	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Page Permissions

Page Permissions - continued

- c. **Add Content:** The ability to add modules to the page.
 - d. **Copy:** The ability to copy modules from the page to other pages.
 - e. **Delete:** The ability to delete the page.
 - f. **Export:** The ability to export via file manager.
 - g. **Import:** The ability to import via the file manager.
 - h. **Manage Settings:** The ability to manage the page settings.
 - i. **Navigate:** The ability to navigate to a hidden page.
 - j. **Edit Page:** The ability to edit the page.
 - k. **Actions:** Click the trashcan icon, if available, to delete that role from the page permissions.
6. Under the **Permissions by User** section, you can add a specific user by entering their system display name into the search field and clicking **+Add**.
7. To have selected permissions copied onto all pages under this page, click on the **Copy Permissions to Descendant Pages** button.
8. Click **Save** to save these settings.

PERMISSIONS BY USER

Begin typing to add a user + Add

USER	VIEW	ADD	ADD CO...	COPY	DELETE	EXPORT	IMPORT	MANAG...	NAVIGA...	EDIT
ADD A USER TO SET PERMISSIONS BY USER										

Copy Permissions to Descendant Pages Cancel Save

Permissions By Users

Module Permissions

1. Navigate to the page where the module is located and click on the **pencil** icon in the lower left of the page to enter **Edit Mode**.
2. Hover over the module to reveal its settings, then hover over the **gear** icon and select **Settings**.
3. Select the **Permissions** tab.
4. In the **Filter By Group** drop-down menu, select either **<Global Roles>** or **<All Roles>**.
5. From the **Select Role** drop-down menu, choose the role you wish to add to the module and click **+Add**.
6. Select if the role has any permissions by placing a checkmark in the appropriate check box. Remember, for a user or role to be able to edit a page, they need both **View** and **Edit** permissions.
 - a. **View:** The ability to see the module.
 - b. **Edit Content:** The ability to edit content in the module.
 - c. **Delete:** The ability to delete the module.
 - d. **Export:** The ability to export via file manager.
 - e. **Import:** The ability to import to the file manager.
 - f. **Manage Settings:** The ability to manage the module settings.
 - g. **Edit Module:** The ability to edit the module.
7. Use the **Display Name** field to add a specific user by entering their system display name into the search field and clicking **Add**.
8. You can also select **Inherit the View Permissions from Page** to automatically make the module as visible as the page to visitors.
9. Click **Update** to save these settings.

***Note:** A **check mark** means the permissions are granted for that role, a **blank check box** means they are not granted for that role, and a **circle with a line inside** means that permissions are blocked. If the **All Users** role has any permissions set to block, you block access to **everyone**, including your own account. Be sure not to give the **All Users** role any **Edit** permissions.

Role	View Module	Edit Content	Delete	Export	Import	Manage Settings	Edit Module	Actions
Administrators	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
AFPIMS Site Manager	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
All Users	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Registered Users	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Site Manager	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Display Name:

☒ Inherit View permissions from Page

Module Permissions

Roles

Once you reach the page or module settings screen, a list of security roles within your site is listed in the **Filter by Group** drop-down menu. Each site may have unique user roles, but all sites come with a few standard roles. Although you have free reign to give any permissions to the custom roles on your site, the following standard roles should have **View** permissions ONLY:

- All Users
- Registered Users

***Note: Under NO circumstances should the above security roles have any page or module permissions other than “View”. The All Users role must have “View” permissions with the checkmark in the checkbox. If you have “View” permissions set to the circle with a line, you block view access to all users which includes your own account, and you are not able to view the content.**

View Page/Module: The ability to see a page or module.

Edit Page/Module: The ability to edit a page or module.