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Process Model Folder Security   Appian 7.6

Processes have two layers of security. To access a process model, a user must have permission to access the process model and the folder [Toggle] that contains that process model. Moreover, all process models that are stored in **My Models** (a private folder) cannot be shared with other users in the system. If you want to allow another user to edit a process model that is currently saved in your **My Models** folder, you must save it in a different folder.

To view a process model, in most cases the user must have view rights for the process model itself and for the folder that contains it. Keep in mind that it is possible to view the process model without authenticating against the folder permissions by typing the intuitive URL for the process model (if the user retains the right to view the process model).

Accessing the Process Model Folder Security Dialog Box

1. Click the **Processes** toolbar button.
2. Click the **Process Models** folder (the folder itself rather than the Expand Node [+] button) in the left navigation. All folders that you have access to are displayed within a view that lists the folder name, folder description, owner, date at which the folder was created, and last modified.
3. To update the security for a process model folder, select the check box next to the folder. The Rename, Delete, and Security buttons appear the toolbar.
4. Click 🔒 Security . The Process Model Folder Security dialog box is displayed.

The Security button does not appear if the **My Models** folder is selected.

The different security roles available for the Process Model folder are listed in the following table.

Role	Permitted Actions
Process Administrator	• Create sub-folders • View process models that reside in the folder provided they have the necessary access to the process model itself. • Delete process models that reside in the folder provided they have the necessary access to the process model itself. • Update process models that reside in the folder provided they have the necessary access to the process model itself. • Change the role of other users/groups access to the folder.
Editor	• Create sub-folders • View process models that reside in the folder provided they have the necessary access to the process model itself. • Update process models that reside in the folder -- provided this user has the right to access the process model itself. • Change the role of other users and groups who have access to the folder.
Viewer	• View process models that reside in the folder -- provided this user has the right to access the process model itself.
Deny	If a user/group have been assigned the "Deny" role they cannot access the selected folder. Additionally, they cannot see the folder within the "Process Models" directory.

Process Model Folder Security Toolbar The Process Model Folder Security Toolbar permits administrators to add/remove users and groups who have access to the folder in which a process model resides. The different options available through the toolbar are listed in the table below:

To...	Click	Description
Select all/none of the users on the list.	✔ Select All/None	Clicking this button allows you to either select all or none of the users/groups. If all the users/groups are selected, you can configure process model folder security for all users and groups simultaneously.
Browse for users and groups to include.	➕ Add Users & Groups	Clicking this button opens the Choose Groups and Users dialog box, which can be used to select the users and groups you want to assign security for the process model folder. Click **OK**.
Remove users and groups.	✖ Remove	Select all user and groups that you want to remove. Click the **Remove** button. To select multiple users and groups, press-and-hold the **<Ctrl>** key when selecting users.

Apart from having the necessary user rights for a process model folder, users must also be assigned access rights for the process model. See Configuring Process Model Security.

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