## **Manage Group Members**

Navigate to the Administration>ACL link and click on the **Manage Group Members** link to see the Manage Group Members screen.



Figure 13: Manage Group Members Screen

For details of the procedure to add or edit a group member, see 2.1 Manage Roles, which follows a similar procedure for a role.

This ACL function gives you the ability add permissions to a group based on a specific field value within a table. For example, if you wanted to limit the view of Companies/Contacts to Vendors only for a group of users in Accounts Payable. When a company type is set to Vendor that company will be viewable with the rights you assign in the group in the Manage Role Permissions function later.

The different fields involved in the procedure to add or edit are:

Group: Choose the group from the drop-down list.

Controlled Object: Choose the controlled object from the drop-down list.

Object ID: Database identifier of the controlled object to add to the group.

Click the **Hide** link if you do not wish to display these columns and associated fields.

Click Select Column Layouts to change the onscreen display of fields. For details, see 2.4.

The following screen shots show how we add the records to accomplish the example to limit the AP group to see only Vendors:

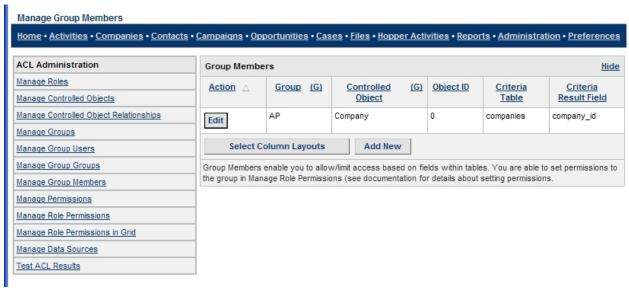


Figure 13a: Manage Group Members

- 1 First, we added a Role called Accounts Payable, then we added a group called AP.
- We then add a group member on the group AP, and select Company as the controlled object.
- We enter on Object ID (integer) to keep track of them this is an arbitrary number.
- We enter the Criteria Table as companies, and the result field for lookup, which is always the key field in the table in this case it is company\_id.

After you save the record, you can then click the Edit button to see the next window:

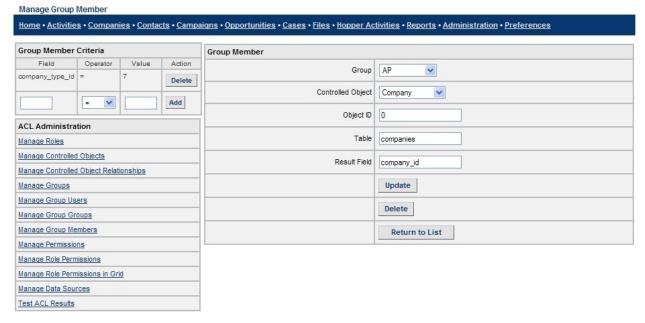


Figure 13b : Edit Group Member / Add Criteria

You will notice the "Value" column above is set to 7 rather than the word Vendor. You must use the field\_id number stored in the Group Member table. To find the Value when setting up this part of ACL, you can view the list in Administration (in the example case see the Company Type view below):



Figure 13c: Company Types table view

In our example we could add another Group Member Criteria to allow access to other Company types by simply adding them.

You may setup access to controlled objects on any of the tables listed in the Administration window as long as the Group Member table contains a corresponding object ID.