

Introduction to Permission Levels

This section discusses how to manage Permission Levels for accessing SpireESM.

Permission Levels are general groups of capabilities that can be assigned to individual [users](#), or to [Content Groups](#).

This training document will cover creating, modifying and removing Permission Levels from the SpireESM.

Note: A user must already exist in the Users area before being added to a permission.

Note: To act in the Permission Levels area, a user must have the appropriate rights granted through a Permission Level.

Table of Contents

[Introduction to Permission Levels](#)

[Create a Permission Level](#)

[Edit a Permission Level](#)

[Add or Delete a User to a Permission Level](#)

[Delete a Permission Level](#)

[Common Error Messages](#)

Create a Permission Level

1. Click the Permission Levels tab.
2. Click the Add Group link below the main navigation.
3. Choose a Permission Level Name. Make this descriptive as to what actions this Level will enable to avoid confusion and or duplication.
4. In the Properties accordion which defaults to open, choose the actions that will be enabled by this group.
5. See [Add or Delete a User to a Permission Level](#) for managing the users that have rights to this area.
6. Click Save.

Important Note: The View checkbox for each property denotes access to the area. Unchecking this box, means that the user will not have the area in the menu.

Edit a Permission Level

1. Click the Permission Levels tab.
2. Find the Permission Level that you wish to edit by either finding it in the list in the left navigation or using the search feature also in the left navigation.
3. Edit the Permission Level Name. Make this descriptive as to what actions this Level will enable to avoid confusion and or duplication.
4. In the Properties accordion which defaults to open, update the actions that will be enabled by this group.
5. See [Add or Delete a User to a Permission Level](#) for managing the users that have rights to this area.
6. Review the History of this Permission Level by opening the History accordion.
7. Click Save.

Important Note: The View checkbox for each property denotes access to the area. Unchecking this box, means that the user will not have the area in the menu.

Add or Delete a User in a Permission Level

Users get added to Permission Levels to give them privileges to perform actions in the ESM. Add a user in the Users accordion of the Add or Edit screen.

To **add a user**, follow these steps:

1. Add or Edit a Permission Level.
2. Find the Users accordion area.
3. Open the Add a User to This Permission Level select box by clicking on it.
4. Find the user in the list and click on that line item. The user should appear below the Select box.
5. Continue editing or click Save to save your work.

To **remove a user** from the list, follow these steps:



1. Add or Edit a Permission Level.
2. Find the Users accordion area.
3. Find the user in the list below the Add a User to This Permission Level select box and click on delete icon next to the users name. The user should disappear from the list.
4. Continue editing or click Save to save your work.

Note: You must click save for your changes to take effect.

Delete a Permission Level

To delete a Permission Level, follow these steps:

1. Click the Permission Levels tab.
2. Find the Permission Level that you wish to delete by either finding it in the list in the left navigation or using the search feature also in the left navigation.
3. Remove any users in the Permission Level by entering the Users accordion and removing all users from the list. Save the Permission Level.
4. Click the Delete button.

Common Error Messages

"There are users in this group. Please delete them before deleting this group"

There may not be any users in the Permission Level for the delete action to occur. If you are certain that you wish to delete this Permission Level, remove all users from the local Users accordion area and then Save the Permission Level. Then use the delete button to delete the Permission Level.

Note: Users who have no permission levels can perform no actions on the site. Make certain that if you remove a Permission Level to reassign all of the users to different Permission Levels.