SWS - Maintenance Menu - Setup -Permissions - Create a Permissions Profile

Creating a **Permissions Profile** in the Manitou Supervisor Workstation creates a set of permissions for those accessing the individual applications. The following details the steps for creating a profile and applying it to a User Group and Users.

Creating a Permissions Profile

- 1. Load the Supervisor Workstation.
- 2. Navigate to the Permissions form. Maintenance Menu \rightarrow Setup \rightarrow Permissions.
- 3. Click Edit.
- 4. Click Add.

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- 5. Enter the Title of the Profile.
- 6. Edit the specific profile permissions.

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In order for this profile to take effect, it must be applied to a User Group.

Adding a User Group and Applying a Permissions Profile

- 1. Navigate to the User Groups form in the Supervisor Workstation. Mainteance Menu → Users → User Groups
- 2. Edit the form.
- 3. Click Add.
- 4. Enter the new User Group name.

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The system automatically numbers them chronologically.

- 5. Set the User Group standards.
- 6. Select the default Permissions Profile for use on that Group.

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- 7. Complete any other settings.
- 8. SAVE the record.

For the permissions profile selected to function for the users in that group, a user must be applied to that group.

Adding a User and Applying the User Group

- 1. Navigate to the Users form in the Supervisor Workstation. Maintenance Menu → Users → Users
- 2. Click Edit.
- 3. Click Add.
- 4. Enter the details for the user.

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- 6. Complete the user details.
- 7. SAVE the record.

Permissiosn Profiles are also used for **Web Profiles** to allow access to **BoldNet**. The same features apply but are then applied to individuals on account records.