

How to create permission groups? – Help Center

help.fracttal.com/hc/en-us/articles/24930118533389-How-to-create-permission-groups

To add permission groups in Fracttal One, first you need to access the “**Permissions**” tab and then click on the add option, located in the lower right corner of the window.

The screenshot shows the Fracttal One user accounts management interface. On the left is a sidebar menu with options: General, User Accounts (highlighted with a red arrow), Business Calendar, Modules, Financial, Auxiliary Catalogs, Document Management, Transactions Log, Security, API Connections, Guest Portal, Account, and Work Order Prints. The main content area is titled 'User Accounts' and has a 'Permissions' tab highlighted with a red box. Below the tab is a table with columns: Description ↑, Note, and Read Only. The table contains one entry: 'Administrator' with 'Default group permissions' in the Note column and 'No' in the Read Only column. At the bottom right of the table area, there is a blue circular button with a white plus sign, also highlighted with a red box. The top of the interface shows 'Activación Fracttal', a 'Save' button, and user profile information for 'AI' and 'JC'.

Description ↑	Note	Read Only
<input type="checkbox"/>	Administrator	Default group permissions No

Next, a new window will open where you must set the name you will assign to the permission group you want to create, as well as indicate if this group will correspond to a read-only account.

Finally, click save to register the created permission group.

Description
Permission - technic

Note

Read Only.

Select / Unselect All.

← (5) Selected

Module	Submodule	See	Add	Edit	Remove	Report...
<input checked="" type="checkbox"/> Assets	Locations	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Assets	Equipment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Assets	Tools	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Assets	Spare Parts and Supplies	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Assets	Digital	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> Assets	Import/Export	<input type="checkbox"/>				
<input type="checkbox"/> Assets	Maps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Inhouse Personnel	General	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Inhouse Personnel	Import/Export	<input type="checkbox"/>				
<input type="checkbox"/> Third Parties	General	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Showing 83 of 83

Once the permission group (**whether read-only or with other access levels**) is created, it is necessary to define the permissions and restrictions that will be assigned to that group. To do this, you must click on the created group.

Description	Note	Read Only
<input checked="" type="checkbox"/> Administrator	Default group permissions	No

The system will display a window containing a series of checkboxes, which will allow you to identify the modules and submodules where options to view, add, edit, delete, and generate reports can be set, as appropriate for the permission group you want to configure.

Description

Permission - technic

Note

Read Only.

Select / Unselect All.

← (5) Selected

Module	Submodule	See	Add	Edit	Remove	Report...
<input checked="" type="checkbox"/> Assets	Locations	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Assets	Equipment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Assets	Tools	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Assets	Spare Parts and Supplies	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Assets	Digital	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> Assets	Import/Export	<input type="checkbox"/>				
<input type="checkbox"/> Assets	Maps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Inhouse Personnel	General	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Inhouse Personnel	Import/Export	<input type="checkbox"/>				
<input type="checkbox"/> Third Parties	General	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Showing 83 of 83

Click **save** to complete the creation of the permission group.