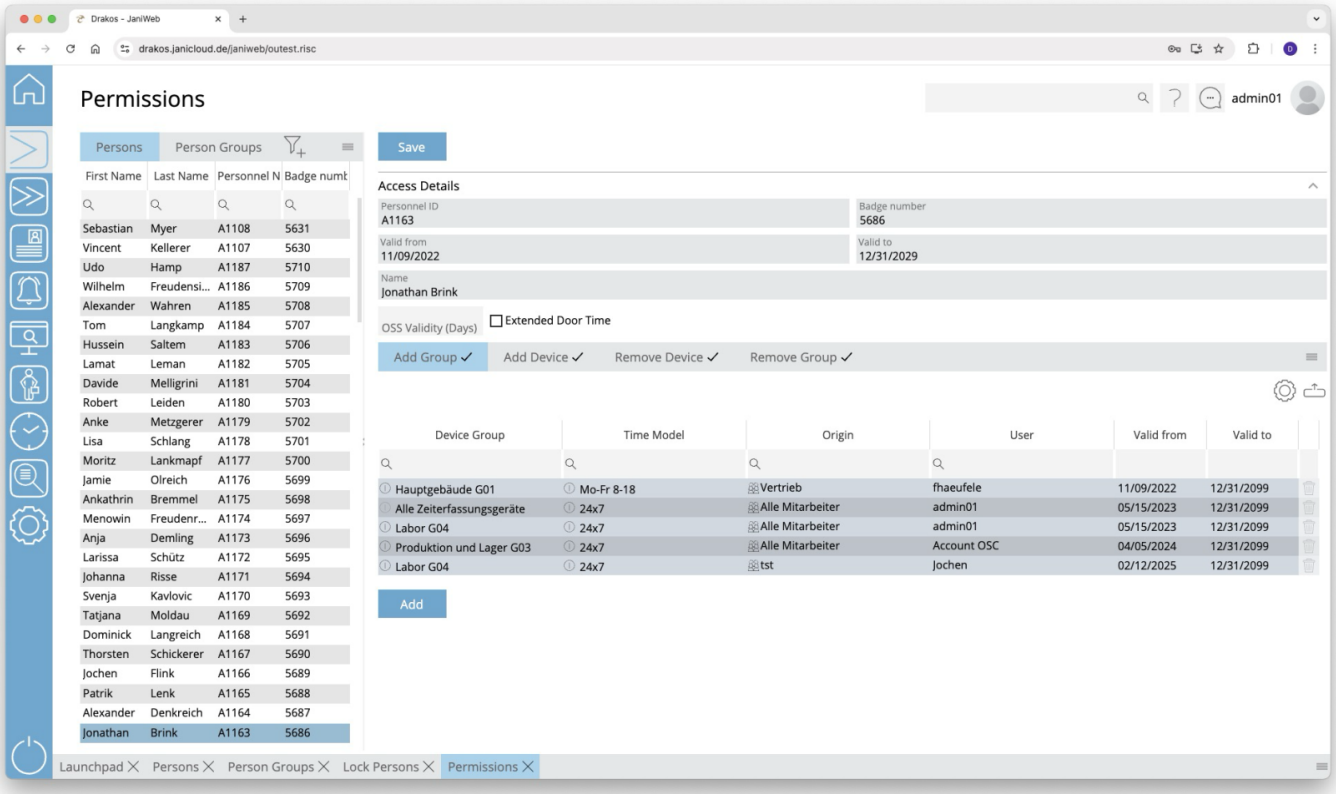
Permissions

Use the menu item *Permissions* to grant individual persons or entire groups of persons permissions for certain devices or device groups.



List of persons and groups of persons

Select a person or group of persons from the list on the corresponding tab page to display the existing permissions.

Tabs *Add Group / Add Device*

Here you can grant the selected person/group of persons permissions to use certain device groups or devices. To add another device group or device to the list:

1. Press *Add*.
2. Select a *Device Group* or a *Device*.
3. Select the desired *Time Model*.
4. Set a validity period.
5. Press *Save*.

> A tick after the title of a tab indicates that there is data within the tab.

Tabs *Remove Device / Remove Group*

These lists are used to remove permissions for certain device groups or devices.

Example: Anna B. belongs to the group of persons called “laboratory technicians”. This group of persons has permission for the device group “laboratory”. However, Anna is not allowed to enter a particular laboratory. Add the access device for this laboratory to the *Remove Device* list.

To add further device groups or devices to the list, follow the steps in the previous section. However, a time model cannot be selected here.

> If the tabs *Remove Device* or *Remove Group* contain a device or device group, access via this device or device group is not possible. This also applies if a permission for the device or device group has been granted on the tabs *Add Device* or *Add Group*.

> A tick after the title of a tab indicates that there is data within the tab.

Workflow Permissions

> This feature is optional and not available in every installation.

If assigning a device or device group is associated with a workflow, the permission becomes active only after the decision-maker approves the workflow request.

If you select a device or device group that has a workflow, a dialog box appears. This prompts you to enter values for the time model and the validity of the permission. You also have the option of leaving a comment for the decision-maker.

You can create multiple workflow requests at once. To send them, press *Save*.

Workflow requests are indicated by different colors:

- **Yellow:** The request has not yet been approved.
- **Green:** The request has been approved.
- **Red:** The request has been rejected.

You can extend the validity of approved permissions. To do this, press *Extend*. Then select a new validity period and create another workflow request.

TIPS

The column *Origin* indicates where the permission comes from. For example, the permission might have been inherited by the person, or it might have been granted by the system Janitor.

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