PURPOSE:
The "Users" section of DEACOM contains a list of all users, both active and inactive. Each user record contains the user's login credentials and user group assignment, as well as an "Edit Access" button to set a user's individual permissions. Users inherit the permissions of the user group to which they are assigned. User-level access control can be used in situations where the specific user needs additional permissions besides those available for the user group, or in situations where the specific user will be denied access to a few specific transactions or functions that are permitted at the user group level. Security permissions set at the individual level always override permissions set at the group level. When a new security permission is introduced in DEACOM, it is set to No for all users (including admins and top tier users) by default.

PROCESS:

1. Navigate to System > Maintenance > Users
2. The "Users" form will be displayed with the list of active users.
    a. Individuals may use the "Display" field at the top of the form to change the view to "Inactive" or "All".
3. If adding a new user, click the " New" button.
    a. If modifying a user, first select the appropriate user from the list, then click the "Modify" button.
4. The "Edit User" form will be displayed.
5. Fill in/modify all appropriate fields. Required fields are marked in blue.
6. Choose User Group.
7. Change Authentication to "Whitelist".
8. Once all information has been entered click the "Save" button. If the individual's access will be the exact same as the user group's access or if you are not modifying a user's individual permissions, then it will not be necessary to click the "Edit Access" button. If this individual user will have additional permissions or exceptions to the user group settings, then the "Edit Access" button may be used to accomplish this.
9. Click Save

    Note: If modifying a user's information or settings, the user will need to log out and log back in for the changes to take effect.

REVISIONS

Rev	Date	Change
I/R	10/23/17	New
A	3/16/18	Button names, Added required field specifics.
B	10/30/20	Change to v16 Menu names