



## QC Group Security Configuration

SOP 207

Revision A, 03/23/2018

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### PURPOSE:

Quality Control Security Groups allow different users to be assigned to different quality control groups. At a minimum, one quality control security group must be set. All users can be assigned to this default.

### PROCESS STEPS:

#### ***Creating Quality Control Security Groups***

1. Navigate to Inventory > Inventory Maintenance > Quality Control Security Groups
2. Click the "New" button to display the "Edit QC Security Group" form.
3. Enter a name for the group in the "Name" field and ensure the "Active" box is marked. If desired, the "Default" box may be checked to have this security group entered as the default when adding new QC tests to QC Groups in the system. Only one security group may be set as the default. This setting is optional.
4. Once all the information has been entered, click the "Save" and "Exit" button.

#### ***Assigning User Groups to Quality Control Security Groups***

1. Navigate to System > System Maintenance > Quality Control Group Security
2. The system will display a grid with names of all active User Groups across the top and all active Quality Control Security Groups down the side.
3. The process of granting User Groups access to different Quality Control Security Groups is handled by a toggle function. To assign or unassign a User Group to specific group, double click on the "Yes" or "No" value to toggle the selection.
4. Once complete, click the "Save" and "Exit" button to complete the process.

### REVISIONS

Rev	Date	Change
I/R	03/13/2018	New
A	3/22/2018	Revise description name to Purpose