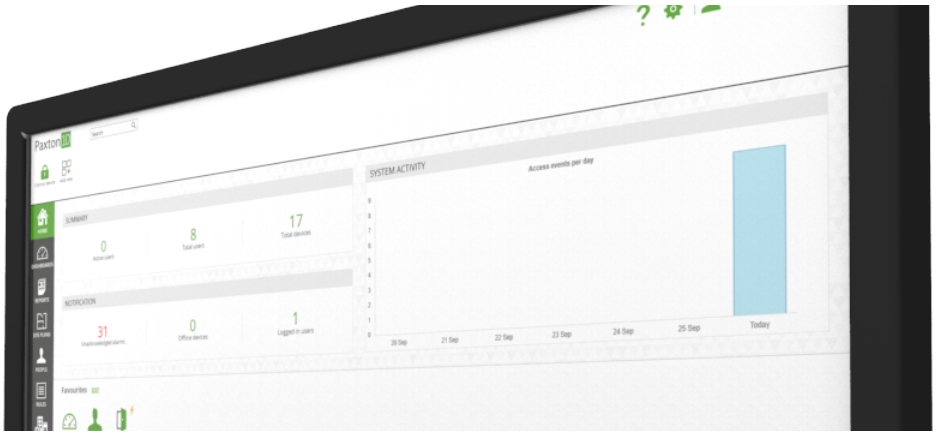


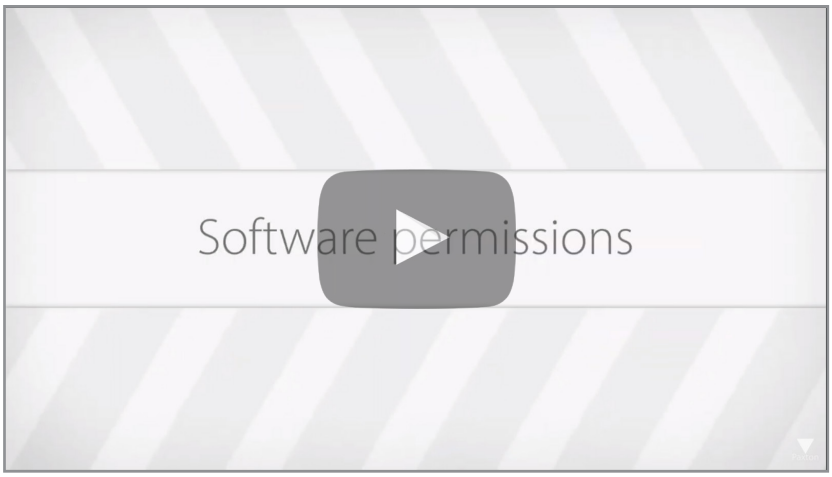
How to create and use Software Permissions

Overview

Software permissions are used to restrict people's access to the Paxton10 software. By default, the first person to log in will be set as a System Engineer, inheriting full permissions. New people can be added to a Software permission to provide them with the selected level of access to the software.

Software permissions can be found in the '**Rules**' section in the software.

Continue reading below or click on the video link below to find out how to set up software permission.



Default Software Permissions

There are 5 default Software Permissions:

- **System Engineer** - full access throughout the software. There must always be at least 1 System Engineer.
- **System Administrator** - this gives full access to everything apart from adding and mapping new hardware.
- **Credential Administrator** - this permission only allows a user to create/edit people and Building Permissions.
- This is useful for allowing a user to manage people and the devices they have access to while restricting them to other areas of the software.
- **Read Only** - ensure that the user cannot edit any settings, modify any devices or people, while allowing them to see some events, people, Time Profiles and Building Permissions.
- **Events Only** - a user with this permission can only view events related to people and devices, all other areas are restricted.

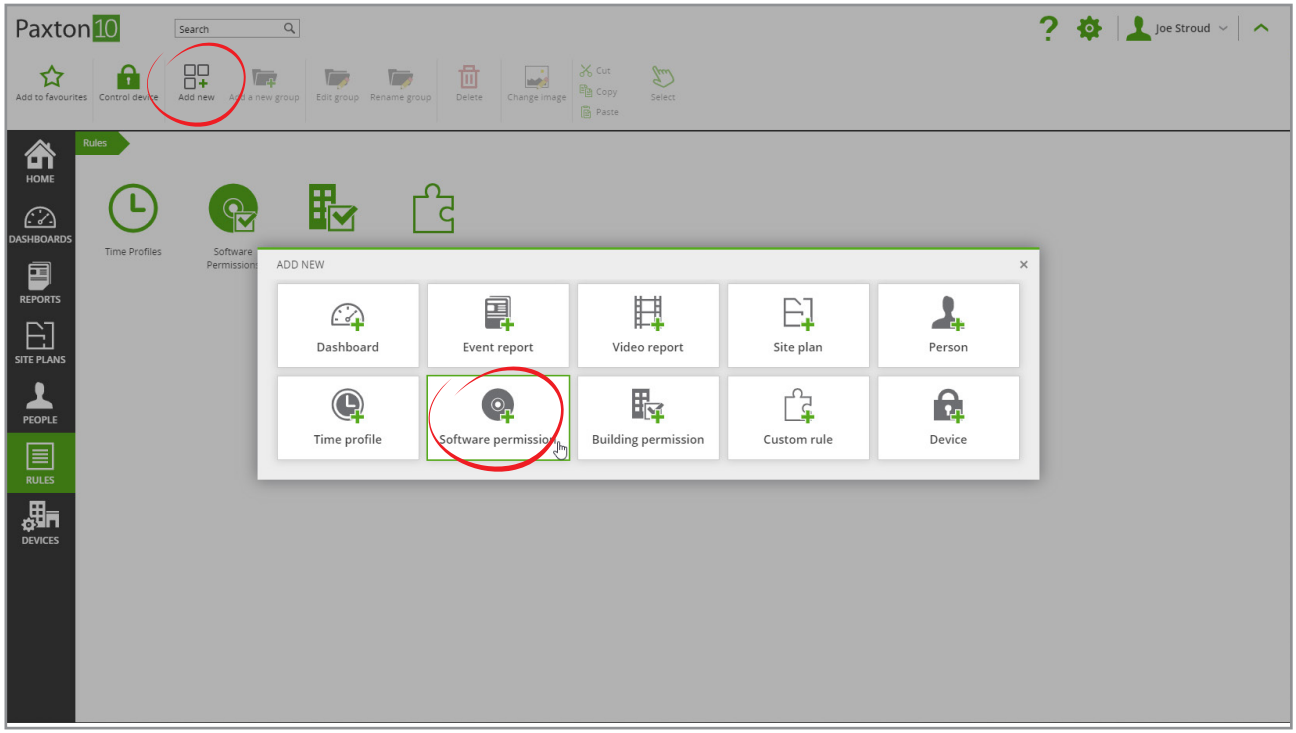
People that are not assigned to a Software Permission will not be able to access the software.

Create a new Software Permission

For most people, the default Software permissions will be sufficient; however, custom Software permissions can be created.

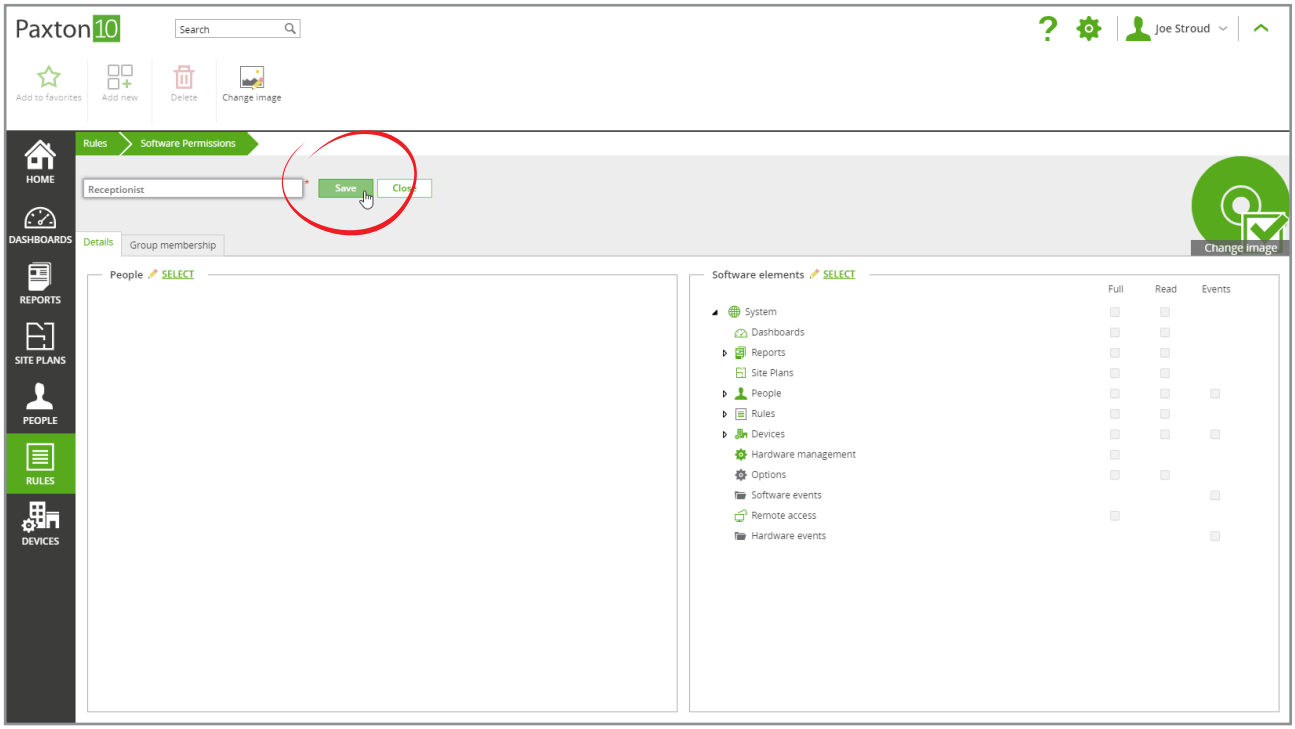
1. From the ribbon, select '**Add new**'

2. Select '**Software permission**'



3. Give the permission a name

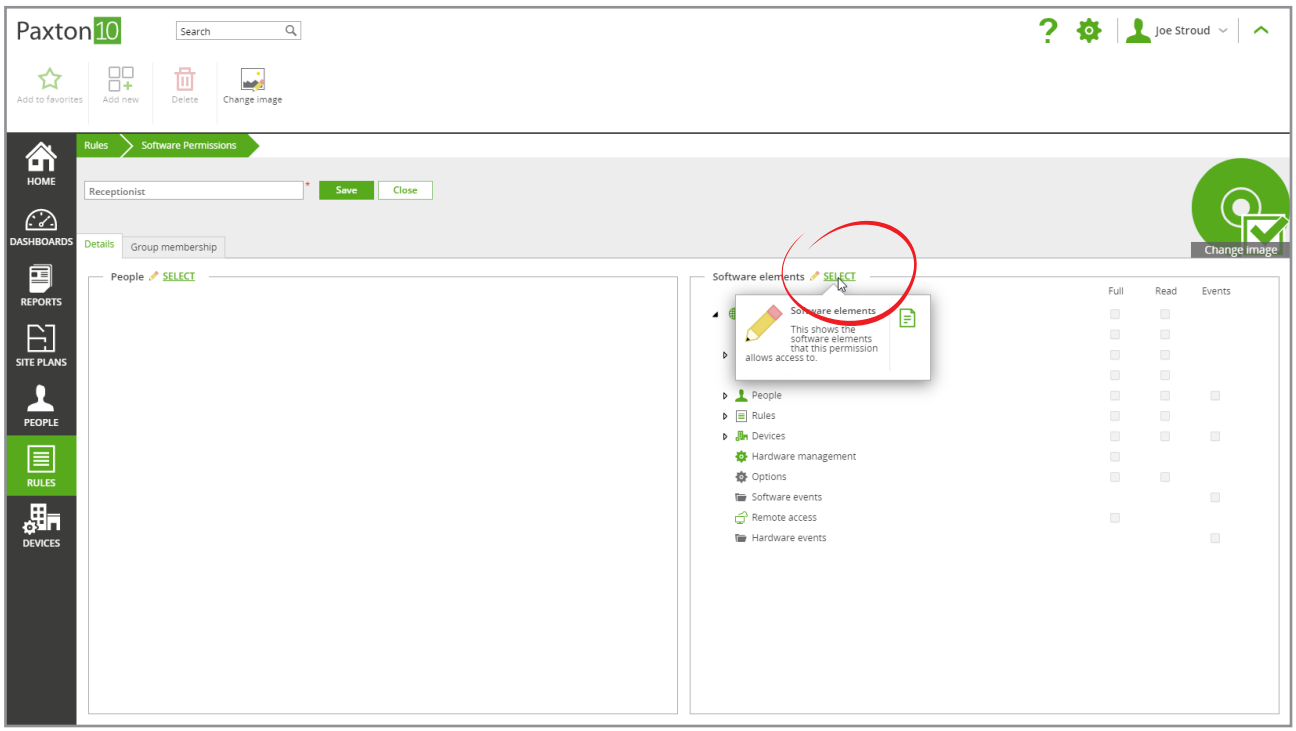
4. Click '**Save**'



The Software elements box displays all the entities of the Paxton10 software. Initially no entities will be selected.

Add software elements to a Software Permission

1. Click '**Select**' by Software elements to open the permissions screen

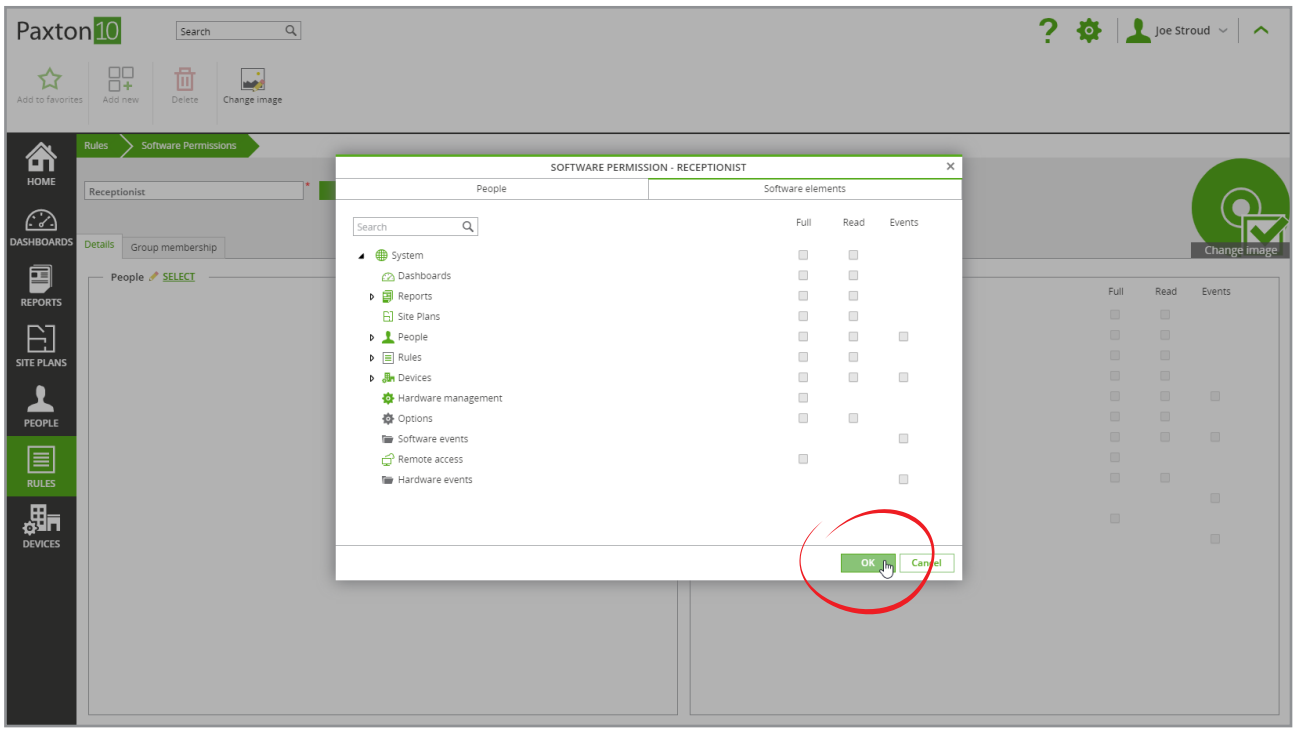


2. Select the check boxes on the right-hand side to set permissions to each element of the software

- Full – gives full access to read, modify and delete.
- Read – can be read but not modified.
- Events – the events can be seen in Reports (requires read access to reports).

Note: Software elements without any permissions are not visible to the user.

3. Select '**OK**' to close the window

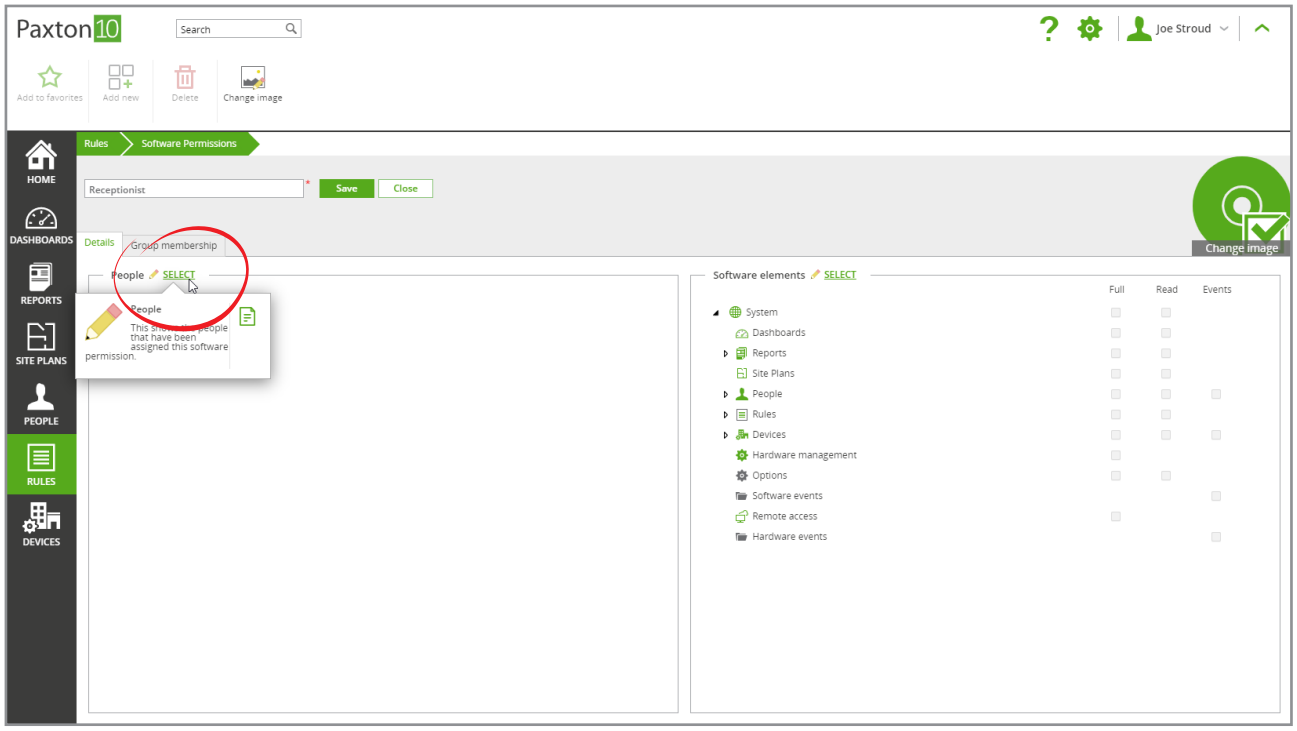


Add people to a Software Permission

Any number of people can be added to a Software permission.

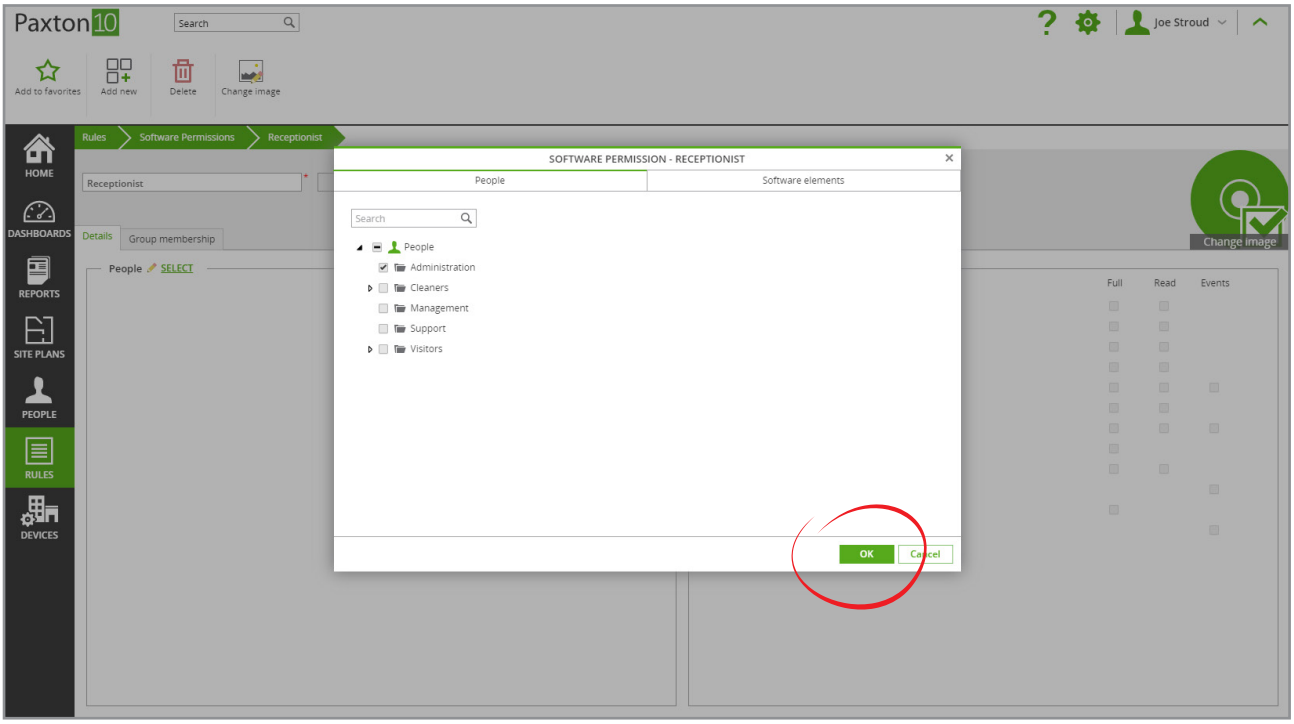
To add a user or group of users to the permission

1. Click '**Select**' by People to open the permissions screen



2. Check the box for the individuals or groups to be included in the permission (Groups can be expanded by clicking on the relevant arrow)

3. Select '**OK**' to close the window



If a person is included in multiple Software permissions, they will inherit the highest permissions from each Software permission.

If a group of people are added to a Software permission, each person within the group is assigned the Software permission. People added to the group at a later date will not be automatically added to the Software permission.

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