

# Section 17

## Object Security

[Setting Object Security – User](#)

[Adding/Deleting Users and Roles](#)

[Setting Object Security – Administrator](#)

[Bulk Edit Security](#)

- [Add a User/Role to the default settings](#)
- [Remove a User/Role that has been previously added to the default settings](#)
- [Restore the default security settings](#)

Set as Template

Save

Correction Mode

Cancel

Action

2012006-1EC-GAD-000-0014

Lifecycle In Work



Title : Business Plan Agenda

RID : 1928659

Category : General Arrangement Drawing

Object Level Security refers to setting rights on a specific object, not all objects of that type (as it would be for Category Level permissions). This level enables the rights to see a particular object or not. If you are granted the rights to an object, you will be able to find the object through the search and in the relationships, etc.



Modified : 1/1/2014 10:10:10 AM

Version-History

Version-Up

Change Lifecycle

Activity History

Security

Discussion Board

## Properties

## Details

Record Identifier 1928659

Primary Identifier 2012006-1EC-GAD-000-0014

Secondary Identifier

Title Business Plan Agenda

Description Business Plan Agenda

Category General Arrangement Drawing

Change Category

Project Pump Station Upgrade

Designated Owner Type and Find

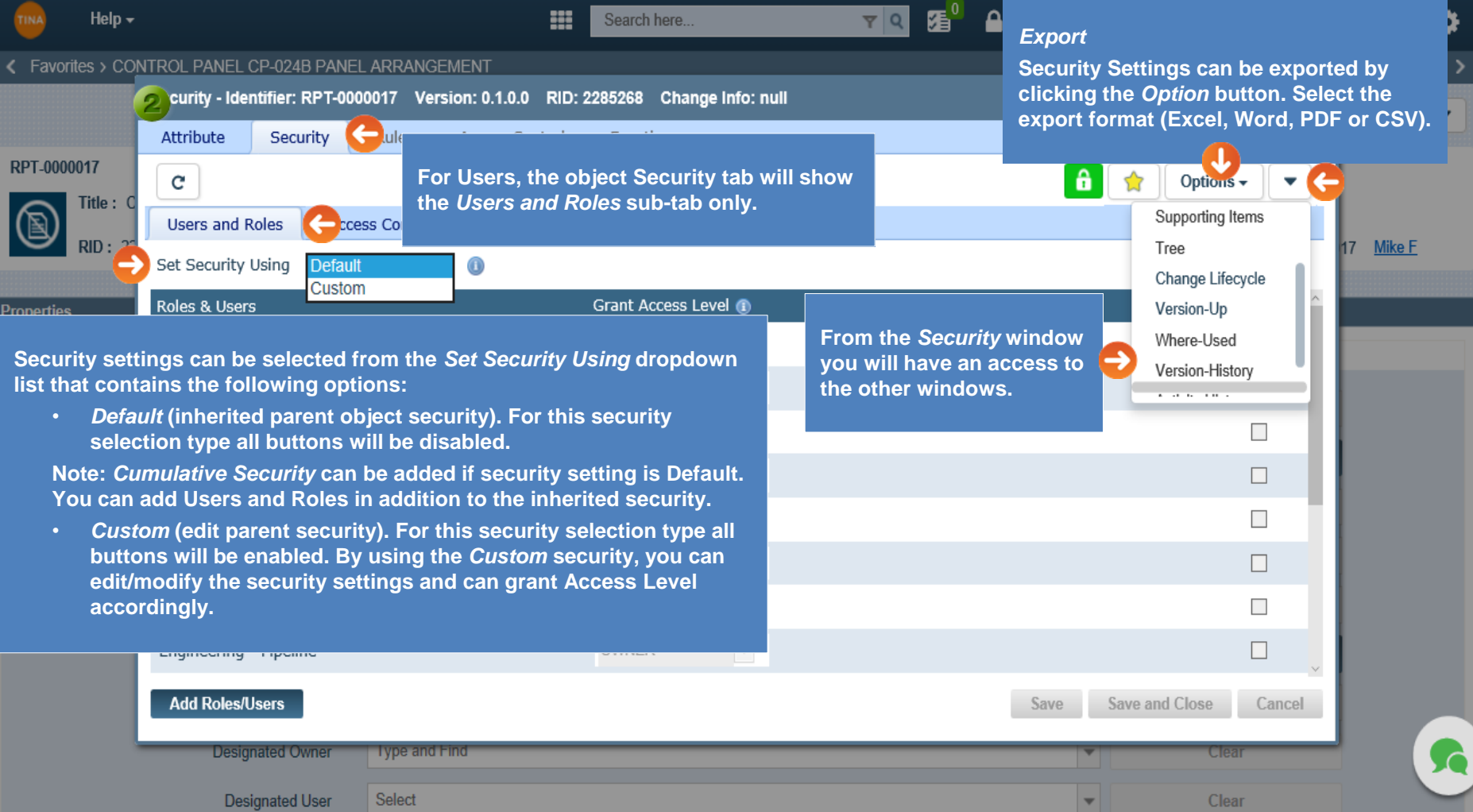
Clear

Designated User Select

Clear

Open the *Security* window to make security adjustments for this particular object.





**Export**  
Security Settings can be exported by clicking the *Option* button. Select the export format (Excel, Word, PDF or CSV).

For Users, the object Security tab will show the *Users and Roles* sub-tab only.

Security settings can be selected from the *Set Security Using* dropdown list that contains the following options:

- Default* (inherited parent object security). For this security selection type all buttons will be disabled.

Note: *Cumulative Security* can be added if security setting is Default. You can add Users and Roles in addition to the inherited security.

- Custom* (edit parent security). For this security selection type all buttons will be enabled. By using the *Custom* security, you can edit/modify the security settings and can grant Access Level accordingly.

From the *Security* window you will have an access to the other windows.

- Supporting Items
- Tree
- Change Lifecycle
- Version-Up
- Where-Used
- Version-History

Add Roles/Users

Save Save and Close Cancel

Designated Owner Type and Find Clear  
Designated User Select Clear



Security - Identifier: RPT-0000017 Version: 0.1.0.0 RID: 0005000 - Change Information

Attribute

Security

Rules

A

Under the *Custom* security type the users and roles can be added/deleted.

## Deleting Users and Roles

Users and roles can be deleted by selecting the option from the *Delete* dropdown list. By individually selecting or clicking *Select All* will checkmark the boxes and the *Delete* button will appear.

RPT-0000017



Title: C

RID: 20

1

Set Security Using

Custom ▾



Delete

Properties

Details

Roles &amp; Users

Grant Access Level ⓘ



Administration

CONSUMERS



Construction

CONSUMERS



Document Control

CONSUMERS



Drafting

CONTRIBUTORS



Engineering - Civil

OWNER



Engineering - Electrical

OWNER



Engineering - Mechanical

OWNER



Engineering - Pipeline

OWNER



All  
Roles  
Users  
None

2

Add Roles/Users



Adding Users and Roles  
On the Security Tab, Users and Roles can be added by clicking the *Add Roles/Users* button.

Save

Save and Close

Cancel

Designated Owner

Clear



Security - Identifier: RPT-0000017 Version: 0.1.0  
Attribute Security Rules Access

The Details screen with list of all available Roles and Users will open. Users belonging to a Role will appear under every Role.

A Search tool is available.

**AwareBase Tina V2.0**

Details

Available Roles/Users Selected Roles/Users

Available Roles/Users		Selected Roles/Users	
	Roles/Users	Roles(1)	Users(0)
<input checked="" type="checkbox"/>	Administration	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	AllUser	<input type="checkbox"/>	
<input type="checkbox"/>	Construction	<input type="checkbox"/>	
<input type="checkbox"/>	Document Control	<input type="checkbox"/>	
<input type="checkbox"/>	Drafting	<input type="checkbox"/>	
<input type="checkbox"/>	Engineering	<input type="checkbox"/>	
<input type="checkbox"/>	Engineering - Civil	<input type="checkbox"/>	
<input type="checkbox"/>	Engineering - Electrical	<input type="checkbox"/>	
<input type="checkbox"/>	Engineering - Mechanical	<input type="checkbox"/>	

Save Save and Close Close

The Roles tab will contain checked Roles. All checked Roles that are added to the right panel will be grayed out in the left panel.

Click **Save and Close** to commit your changes and close the window.



Security - Identifier: RPT-0000017 Version: 0.1.0.0 RID: 2285268 Change Info: null

Attribute Security Rules Access Control

Security Settings have been Saved! X



Options

Users and Roles

Access Control Levels

Set Security Using

Custom

Roles & Users

Grant Access Level

Administration

CONSUMERS

Construction

CONSUMERS

Document Control

CONSUMERS

Drafting

CONTRIBUTORS

Engineering - Civil

OWNER

Engineering - Electrical

OWNER

Engineering - Mechanical

OWNER

Engineering - Pipeline

OWNER

Add Roles/Users



Save

Save and Close

Cancel

The *Grant Access Level* dropdown list will provide the ability to add Access Level to the particular Role (Users).

Clicking the Save button will update the Users and Roles settings. The confirmation message will display.

Go back to [Section 17: Object Security](#) or continue.

For the Admin user under the object Security Tab, both *Users and Roles* and *Access Control Levels* Tabs will be available.

Security - [Object Name]

Attribute Security **↓** Rules Access Control Function

Users and Roles **←** Access Control Levels

**Inherit Permissions from the category** **←**

Permission Level	Source	Roles & U				
CONSUMERS	Parent	Roles & U				
CONTRIBUTORS	Parent	Roles & U				
OWNER	Parent	Roles & Users	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

AddPermissionLevel Save Save and Close Cancel

*Inherit Permissions from the Parent Category*  
By default, this check box will be checked and all the data from the parent category will be copied, however the Admin user will be able to edit the copied permissions. When this check box is checked, all the rest of the buttons presented will be disabled.

Admin user has the rights to create special security for an object, can setup specific Functional, Sectional security for an object. The *Users and Roles* Tab will work similar, as it works for the User prospective.

Favorites

2 Items selected.

Favorites

Drag a column and drop it

	Type	Lock	Menu
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input checked="" type="checkbox"/>			
<input checked="" type="checkbox"/>			
<input type="checkbox"/>			

- Move To
- Copy
- Delete
- Share
- Bulk Edit
- Delink
- Merge
- Assign Lock
- Bulk Workflow
- Version Up
- Security
- Create Tree
- Add to Tree

1. Select the documents for which you want to edit the security.
2. From More > select Security.
3. The *Bulk Security* window will open.

Note: Lock of the records is mandatory to move forward in a Bulk security update.

### Bulk Edit Security

The default security settings for each document are defined by your Network Admin. You cannot change the default settings here, but you can:

- Add a User/Role to the default settings;
- Remove a User/Role that has been previously added to the default settings;
- Restore the default security settings .

#### Bulk Security


 Restore Default Security

Default security settings for each of the documents you've selected have been defined by your Network Admin. You cannot change the default settings here, but you can:

- ▶ Add a User/Role to the default settings
- ▶ Remove a User/Role that has been previously added to the default settings
- ▶ Restore the default security settings (this removes ALL Users/Roles that have been previously added to the default)

Choose what you want to do, then click on the Create Job button – changes will be processed and once complete, you'll receive a job status notification.

The ACLs (Access Control Levels) have been defined by your Network Admin. The ACLs you assign determines exactly what Users/Roles can do with the documents you've added them to.


Go to page:  Show rows:  1-8 of 8



## Add a User/Role to the default settings

Drag a column and drop it here

## Bulk Security

<input type="checkbox"/>	Type	Lock	Menu	<b>1</b>	<b>Add Row</b>	<b>Delete Row</b>	<input type="checkbox"/> Restore Default Security		
<input type="checkbox"/>				<b>2</b>	<input type="checkbox"/> Add	Jane Smith	<b>3</b>	OWNER	<b>4</b>

Default security settings for each of the documents you've selected have been defined by your Network Admin. You cannot change the default settings here, but

1. Select *Add Row*.
2. To add any cumulative User/Roles, select the *Add* action.
3. Select a User/Role.
4. Select ACL (Access Control Level). The ACL you assign determines exactly what Users/Roles can do with the documents you have added them to.
5. Click on the *Create Job* button to process your changes, and once completed, you'll receive a job status notification.

## Are You Sure?

Changes you make to security will be processed and applied to all documents that you have selected.

Make Changes

Cancel

By choosing *Make Changes*, the changes you made to the security will process to all documents that you selected.

## Add a User/Role to the default settings

Default security settings for each of the documents you've selected have been defined by your Network Admin. You cannot change the default settings here, but

Default security settings (this removes default security settings that have been previously added to

Default security settings (this removes default security settings that have been previously added to

If you want to do, then click on the Create Job button. Your changes will be processed and once completed, you'll receive a job status notification.

The ACLs (Access Control Levels) have been defined by your Network Admin. The ACLs you assign determines exactly what Users/Roles can do with the documents you've added them to.

**5**

Create Job

Close

Attribute Security

Users and Roles

Refresh Lock Star Options

Set Security Using Default

Roles & Users	Grant Access Level	Source
Jane Smith	OWNER	Added
Engineering	OWNER	Default
Operations	CONSUMERS	Default
PMO	CONTRIBUTORS	Default
Procurement	CONSUMERS	Default
Quality	CONSUMERS	Default
Regulatory	CONSUMERS	Default

Cumulative security has been added to the selected records with the Source = Added.



Add Roles/Users

Save Save and Close Cancel

*Remove a User/Role that has been previously added to the default settings*

1. Select *Add Row*.
2. To remove any cumulative security *Added*, select the *Remove* action.
3. Select a *User/Role*.
4. Select *ACL* you have previously added.
5. Click on the *Create Job* button to process your changes, and once completed, you'll receive a job status notification.

#### Are You Sure?

Changes you make to security will be processed and applied to all documents that you have selected.

Make Changes

Cancel

By choosing *Make Changes*, the changes you made to the security will process to all documents that you selected.



Create Job

Close

Attribute Security

Users and Roles



Options

Set Security Using Default

Roles & Users	Grant Access Level	Source
Construction	CONSUMERS	Default
Engineering	OWNER	Default
Operations	CONSUMERS	Default
PMO	CONTRIBUTORS	Default
Procurement	CONSUMERS	Default
Quality	CONSUMERS	Default
Regulatory	CONSUMERS	Default

Cumulative (Added) security has been removed from the selected records.

Job Status



Export



Drag a column and drop it here to group by that column

Job Id	Action	Rids	Job Status	Job Submitted	Job Completed	Notes
66673	Bulk Security Edit	2	(2/2)-Completed	2022/10/11	2022/10/11	Type Your Notes Here
66672	Bulk Security Edit	2	(2/2)-Completed	2022/10/11	2022/10/11	Type Your Notes Here

Job Status Report will show the job as Completed.



Restore the default security settings

Drag a column and drop it here

**Bulk Security**

Add Row Delete Row  Restore Default Security

1

Are You Sure?

Changes you make to security will be processed and applied to all documents that you have selected.

Make Changes Cancel

2

Create Job Close

Default security settings for each of the documents you've selected have been defined by your Network Admin. You cannot change the default settings here, but you can remove the settings and restore the default settings. This removes all custom settings that have been previously added to the default settings. Once you click on the Create Job button, the changes will be processed and once completed, you'll receive a job status notification.

You can Restore the default security settings - this will also remove all Users/Roles that have been previously added to the default settings:

1. Checkmark the *Restore Default Security* box.
2. Click on the *Create Job* button to process your changes, and once completed, you'll receive a job status notification.

By choosing *Make Changes*, cumulative (*Added*) security will be removed from the selected records.