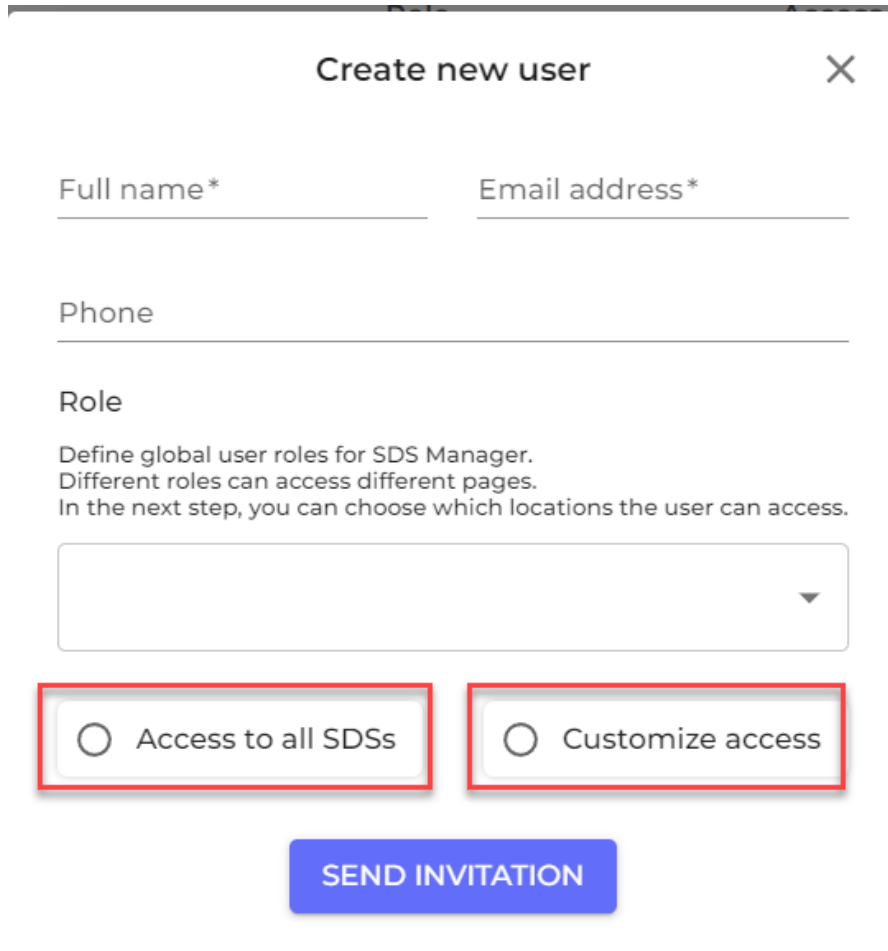


User management and access control

How can I manage users' location access?

You can manage and restrict your employees' access to specific locations and SDSs.

There are two main alternatives for access: Either you grant access to "Access to all SDSs" or "Customized access"



The screenshot shows a 'Create new user' modal window. It contains input fields for 'Full name*', 'Email address*', and 'Phone'. Below these is a 'Role' section with explanatory text: 'Define global user roles for SDS Manager. Different roles can access different pages. In the next step, you can choose which locations the user can access.' This is followed by a dropdown menu. At the bottom, there are two radio button options: 'Access to all SDSs' and 'Customize access', both of which are highlighted with red rectangular boxes. A blue 'SEND INVITATION' button is located at the bottom center of the form.

When you select "Access to all SDSs" the account will see all SDSs on all locations on your account.

If you select Customized access, you select what locations the user should have access to.

User management and access control

Manage Location Access

Access setting

Customize access

Access to all SDSs

Customize access

Here you define what Safety Data Sheets this QR code will create multiple QR codes if you have organized your Safety Data Sheets

Select user

D

Demo User Factory A

Factory Equator	
▼ Factory Himalaya	No Access
basement	No Access
Factory Miami	Read Only
▼ Factory Paris	Read Only
▼ 2nd floor	Read Only
Cabinet 122	Read Only

You can change user access settings on user accounts at any time.

You manage user access on our [user management](#) page (require login)

This can be done easily by setting up their roles for each location.

On 'User management' page, click on a user/employee and set their roles for each location:

User management and access control

Manage Location Access

Change user role

Admin

Select user

S

Sam Smith

▼ Building X

Hazardous Area

▼ Department Y

MT

Main Lobby

▼ String Unit

▼ Lab B

Lab A

Department Z

HSE

RE Department

SUS Department

No Access

Staff

Admin

Admin with approval

No Access

No Access

Admin

Staff

Staff

Staff

Save

Collapse location tree

Then click 'Save' to save any changes.

- With 'No Access', users cannot see or access the location.
- With 'Staff,' users can see the SDSs (except for hidden ones made by Owner/Admin role) and edit the substance amount.
- With 'Admin', users can see all the SDSs in the location and make changes to them. They can also add more SDSs to the location.
- With 'Admin with approval', users can have 'Admin' permissions and approve SDSs, risk assessments and job procedures.

Unique solution ID: #1075
Author: n/a
Last update: 2023-08-21 12:47

Page 3 / 3
© 2024 SDS Manager <eb@aston.no> | 2024-05-20 02:21
URL: <https://faq.sdsmanager.com/content/35/291/en/how-can-i-manage-users'-location-access.html>