

# User Rights for Job, Process Templates and Rule Set Groups

Grant Users or User Groups exclusive access to Job, Process Template and Rule Set Groups

Once a single user has been granted exclusive rights to a group ONLY that user can view that group and the elements (ie job, process template or rule set) within it.

1. From **Prinerger Administrator Tools** menu, select **Configure System**.
2. In the **Configuration Options** dialog box, click the **User Rights** tab.
3. From the drop down list in the **JobGroup | RuleSet Group | Template Group Access** section choose a User or Group from the list.
4. Use the **radio buttons** to select a **Job Group, Template Group** or **RuleSets Group**
5. Select the Add Group Access button and specify the Group name (as seen in Workshop) that you want only this user to have access to.
  - a. To specify nested Groups use this format:  
**GROUP1\SUBGROUP1\SUBGROUP2\SUBGROUP3**
6. Restart Prinerger for the changes to take affect.

## Notes:

- The Everyone user cannot be granted access to Groups.
- Renaming or deleting Job Groups that have subgroups with restricted access is not allowed.
  - Give the current user access to all subgroups if you'd like to rename or delete the parent group.
- Jobs contained in restricted Groups will not be show in a search.
- If an enabled rule is moved from a shared ruleset group to a restricted one, the enabled rule won't disappear immediately from Process Template list > Automation list for all non-granted users until they log out then log on to the Workshop again.