

# **Permission Definitions**



# Changes

- v1.0
  - Initial Document by Kris (moved from spreadsheet)

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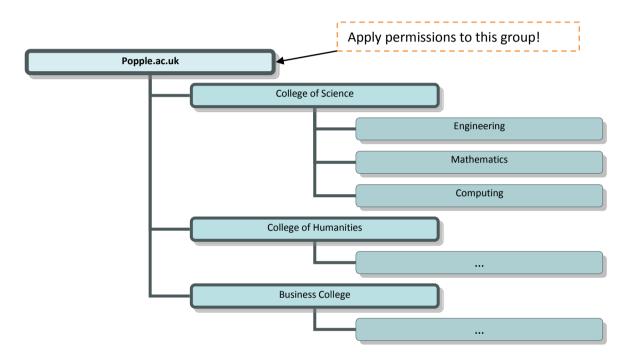
### **Overview**

Swarm's permission system allows fine grained control (read, add, edit, delete & administrator controls) over every section of the system.

Permissions can be applied on **Groups**, or applied to **System Roles**. You may not override permissions on an individual basis<sup>1</sup>.

#### **Permissions on Groups:**

Permissions from parent groups propagate down the hierarchy to the target user. Because permissions propagate downwards, we suggest applying permissions where possible nearer the root / top of your group hierarchy, like the diagram below:



Users in Engineering, Mathematics and Computing will receive permissions set on "popple.ac.uk", permissions on "College of Science", and of course their own group.

Should you need to restrict some users from using an area of the system, you can use the DENY permission, which will override any other permissions (DENY always takes precedence over everything else).

#### **Permissions on System Roles:**

A system role behaves much like a group, however it doesn't fit into the hierarchical structure like above – for instance, you may have an 'Auditors' role which needs read access to all areas of the system, or a 'Teaching Allocation' role which gives full editing access to the teaching section.

You can create system roles from Setup -> Colleges & Administrators -> System Roles. Once done, permissions can be set on it in the same way as group permissions.

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<sup>&</sup>lt;sup>1</sup> If you wish to apply special permissions to a single person, we suggest you create a Role for them, and then apply the permission to the Role, and then assign that person to the role.



### **Permission List**

The following grid is a list of the permission string, a brief description, and what you should normally set this to for regular users to access the system.

Permission Name	Description	Normally Set to
access	Gives ability to login/access the system	READ
access/self	Gives ability for user to access information about themselves	READ
access/unrelatedInfo	Gives ability for user to access information about other people that are not directly related to them	READ
access/reports	Ability to access reports	READ
setup	Access the admin/setup area	
setup/settings		
setup/groups		
setup/groups/reporting	Ability to access reporting group setup	
setup/jobfamilies		
setup/systemroles		
setup/users		
setup/permissions		
setup/instances		
setup/instances/invisible		
communicate/email	Ability to access the email comms system	
modules/workload	Ability to access the workload element of Swarm	READ
modules/workload/comment	Ability to comment on workload	READ, ADD, EDIT
modules/workload/teachingallocation	Ability to access teaching section	READ
modules/workload/modules	Ability to access teaching::modules	READ
modules/workload/studentprojects	Ability to access teaching::student proejcts	READ
modules/workload/tutees	Ability to access teaching::tutees	READ
modules/workload/rsas	Ability to access the rs&s section	READ
modules/workload/rsas/categories	Ability to access the rs&s category definitions	READ
modules/workload/grants	Ability to access the grants section	READ
modules/workload/grants/categories	Ability to access the grants category definitions	READ
modules/workload/userroles	Ability to access admin/user roles	READ
modules/workload/pgr	Ability to access the postgraduate section	READ
modules/workload/linemanagers	Ability to access the linemanager section	READ
modules/tas	Ability to access the TAS element of Swarm	READ
modules/tas/categories	Ability to access the TAS categories	
modules/tas/mappings	Ability to access the TAS mapping setup	
modules/tas/data	Ability to access TAS data for all users	
modules/tas/export	Ability to export TAS data	

You'll notice how no **setup/** permissions are given to the regular users, and that we only give read privileges to our users. This basic set of permissions gives people ability to use the system but not to make any changes.



modules/workload/tutees modules/workload/userroles

system/help

# How to set permissions

Navigate to the **Group** or **System Role** you want to edit, and click on the Permissions Tab (the procedure for setting permissions is common to both).

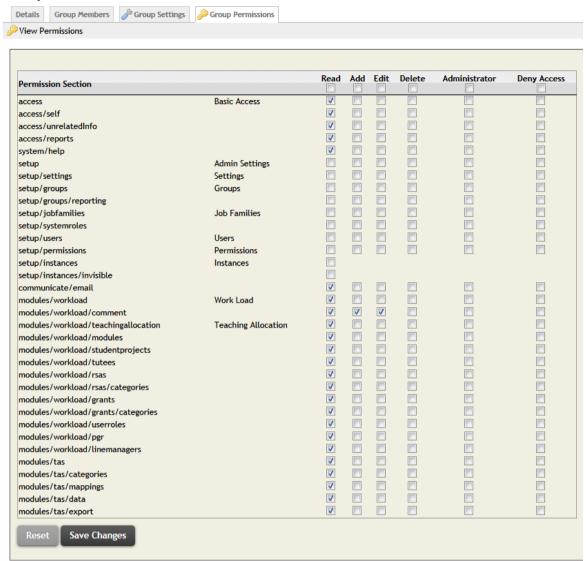
#### **Group: School of Science** Group Members Proup Settings Group Permissions Edit Edit Delete Administrator **Permission Section** Read Deny Access Basic Access access access/reports access/self access/unrelatedInfo communicate/email modules/tas modules/tas/categories modules/tas/data modules/tas/export modules/tas/mappings modules/workload modules/workload/comment modules/workload/grants modules/workload/grants/categories modules/workload/linemanagers modules/workload/modules modules/workload/pgr modules/workload/rsas **√** modules/workload/rsas/categories modules/workload/studentprojects modules/workload/teachingallocation Teaching Allocation

This screen shows you the current permissions set on this group. It does NOT show permissions inherited from parent groups, it only shows what is explicitly set for this group. It is normal for this page to be blank if no permissions have ever been set before.

To edit the permissions, click the edit button to switch the interface into edit mode.



#### Group: School of Science

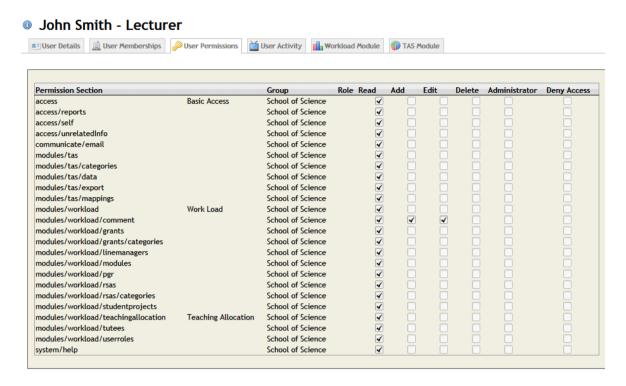


Simply check the box to set the relevant permission. Clicking on the checkbox in the header row will set/unset the permission for all sections. Click Save Changes when done.



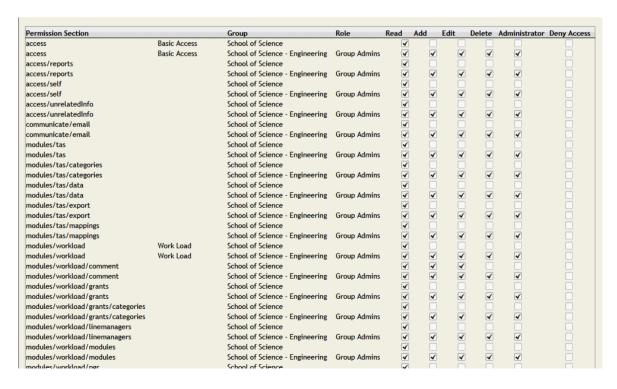
## How to verify permissions on a user

Navigate to the user you wish to inspect, and click on the User Permissions tab.



This interface shows you where the user's permissions are inherited from (in this case, School of Science) and also what those permissions are.

Suppose we add John Smith to become an administrator for the School of Engineering. We don't want to give the entire School of Engineering editing rights, so we have used a **Sytem Role** to assign this. Now John's permissions look like this:



You can see that both sets of permissions are now listed under John's profile.