

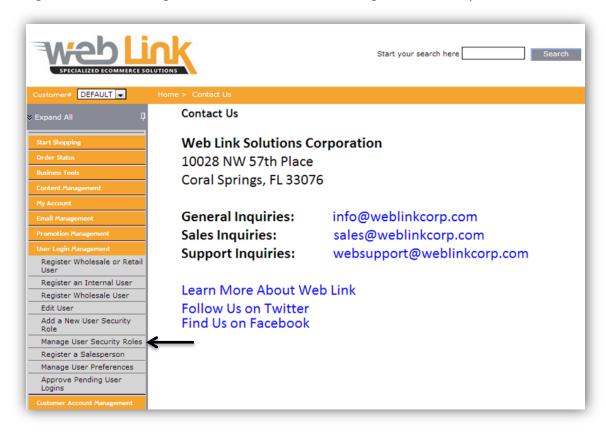
## **Web Link** Help File: Security Plan Manager

## **Abstract**

> This help file demonstrates how to manage security roles by enabling or disabling access to certain areas of the site.

## Procedure

1. Navigate to "User Management" and then select "Manage User Security Roles" from the drop down menu.



2. The table on the Security Plan Manager page displays the "Role Name", "Role Description", and whether the role is "Inbuilt" or "Internal". The role can be edited and permissions can be assigned with the "Edit Role" and "Edit Permissions" links respectively. Roles that are not Inbuilt (roles that are included with the WebWare system by default) can be deleted by clicking on the trash can icon far right column.

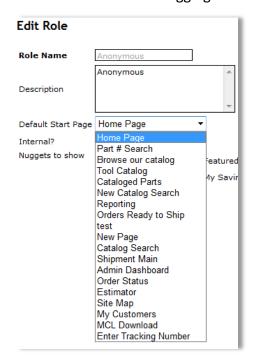
Role Name	Role Description	Inbuilt	Internal	Edit Role	<b>Edit Permissions</b>	Delete Role
Anonymous	Anonymous	Yes	No	<b>&gt;</b>	98	
Website Admin	Website Admin	Yes	Yes	<b>&gt;</b>	9	
Salesman	Salesman	Yes	Yes	<b>&gt;</b>	9	
Manager	Manager	Yes	Yes	<b>&gt;</b>	9	
Counterman	Counterman	Yes	Yes	<b>&gt;</b>	9	
Office	Office	Yes	Yes	<b>&gt;</b>	9	
Catalog Manager	Catalog Manager	Yes	Yes	<b>&gt;</b>	9	
CustomerAdmin	Customer Admin	Yes	No	<b>&gt;</b>	9	
Customer User	Customer User	Yes	No	<b>&gt;</b>	9	
Customer Office	Customer Office	Yes	No	<b>&gt;</b>	9	
Retail User	Web Retail User	Yes	No	<b>&gt;</b>	9	
Shipping Manager	Shipping Manager	No	No	<b>&gt;</b>	R	î
Customer Manager	Customer Account Manager	No	Yes	<b>&gt;</b>	R	ŵ
Web Activity Manager	Web Activity Manager - Sales Reporting	No	Yes	<b>&gt;</b>	9	Î
Graphics Team		No	No	<b>&gt;</b>	R	Î

- 3. Clicking on the "Edit Role" icon opens up the Edit Role page. Various fields and selection boxes are presented:
  - Role Name: This is the name that is assigned for the role selected. This name cannot be changed for roles that are Inbuilt.
  - Description: A brief description of the role can be entered in this field box. This description will be displayed on the main Security Plan Manage page.

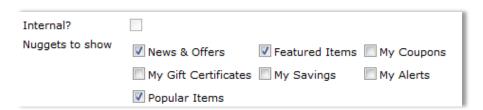




• Default Start Page: From the drop down list the use can select which page that users of under this role are directed to when logging into the site.



- Internal: When checked identifies the role as being a website owner role rather than a customer or visitor role.
- Nuggets To Show: Administrator can assign which items such as "News and Offers" and "Featured Items" that users of a given role assignment can view if the default start page is set to Home Page.

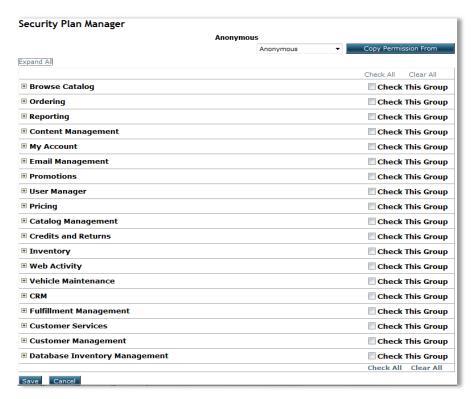


4. After all changes have been made to the Edit Role page, click on the "Save" button at the bottom of the screen. Click on the "Cancel" button to cancel all changes made.



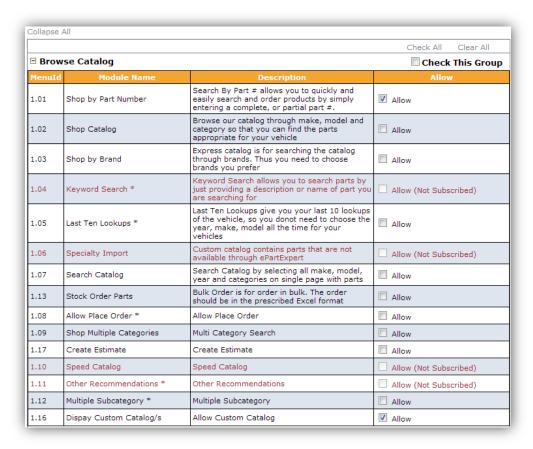
5. Clicking on the "Edit Permissions" icon will take the administrator to a page where permissions for all of the menu modules can be granted or declined for each role.



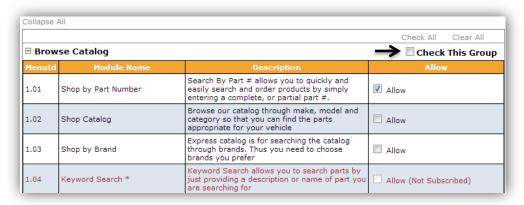


6. Menu items for each module group can be displayed or hidden by clicking on the +/- box to the left of the module group name. Alternatively, the "Expand All" link can be selected to expand the view for all module groups.





7. Each module name within the module group can be activated or deactivated for each role by selecting or deselecting the "Allow" check box in the far right column for each Menu Id. If it is decided that all module names be allowed for a given module group then the "Check This Group" box can be selected. Doing this will automatically allow all modules within the group.



8. Selecting one of the role profiles from the drop down list at the top of the page and clicking on the "Copy Permission From" box to the right of the list will apply all permissions from that selected role to the role that is currently being edited. Once all of the desired changes have been made, click on the "Save" button

at the bottom of the page. Click the "Cancel" button to cancel all changes made.

