

siterrra | Knowledge Base Article

Users and Security - Setting Permissions for Viewing Photos

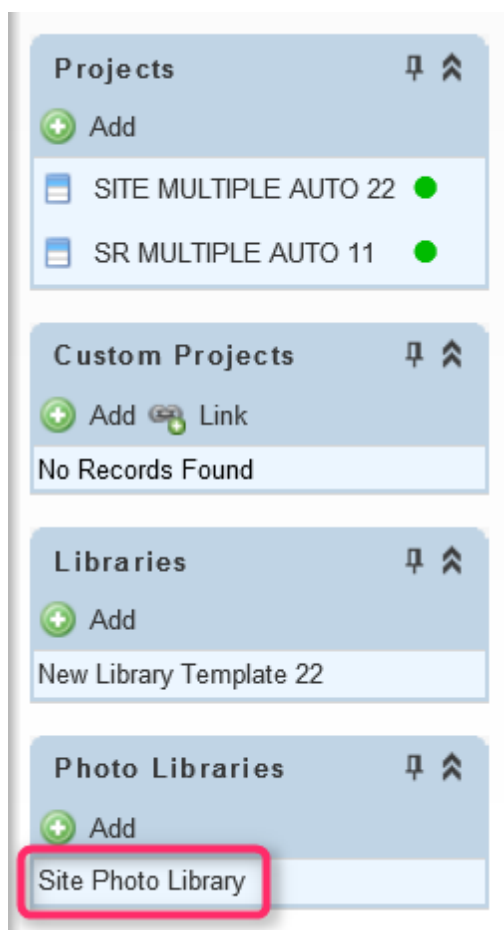
Question:

How can users be enabled or disabled from viewing photos in Siterrra?

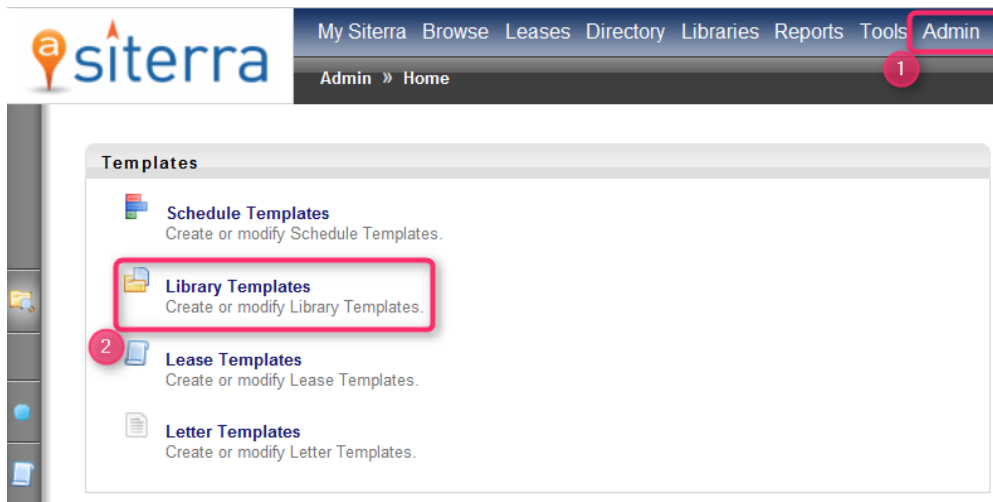
Answer:

A user's permission for viewing photos in Siterrra can be changed by changing the permissions on a "Library Template". All photos on "Sites" and "Search Rings" are uploaded to Siterrra using "Library Templates".

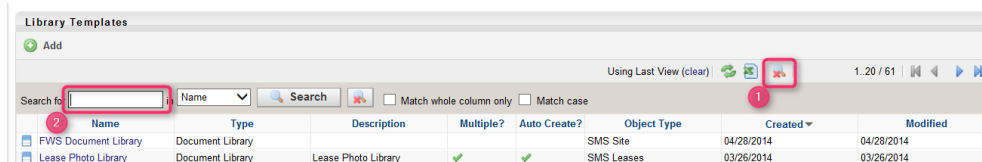
First identify the name of the "Library Template" which requires changed permissions. Go to the "Site" or "Search Ring" and find the "Photo Library" section. In this section, find the name of the "Library Template" being used for photos on this object.



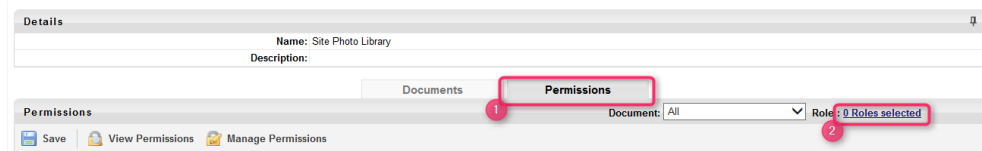
With this information, go to the "Admin" page (1) and then click to the "Library Template" page (2).



From the list on the new page, choose the correct template. If necessary, click the magnifying glass icon (1) and use the search bar (2) to find the correct template.



On the new page, go to the "Permissions" tab (1), and choose the Role (2) that you want to set permissions for. Remember that this will affect all users with this Role, so in order to have the permissions affect one individual user, it's possible that a new role will need to be created for them.



Once the current Role is selected, it will be possible to set permissions for that Role. The "Apply All" (1) menu will affect all fields.

These are the definitions for the Permissions settings:

None – The user cannot see photos

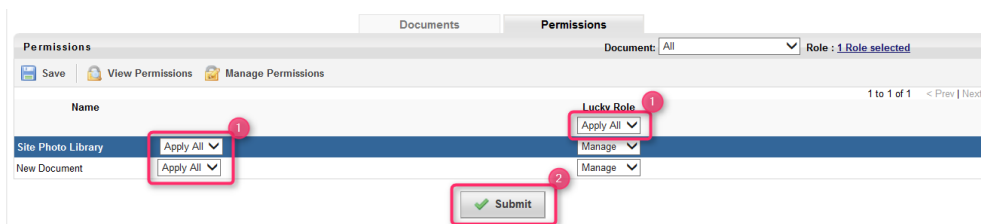
View – The user can only view photos

Edit – The user can upload photos

Manage – The user can upload photos and choose one as primary

Full – The user can manage and delete photos

After clicking "Submit" (2), the permissions will be set and the user will note the changes.



The screenshot displays the 'Permissions' tab in the Accruent system. At the top, there are tabs for 'Documents' and 'Permissions'. Below these, there are buttons for 'Save', 'View Permissions', and 'Manage Permissions'. A dropdown menu for 'Document' is set to 'All', and a 'Role' dropdown is set to '1 Role selected'. The main area contains a table with the following structure:

Name	Permissions
Site Photo Library	Apply All (highlighted with red circle 1)
New Document	Apply All (highlighted with red circle 1)

At the bottom of the table, there is a 'Submit' button (highlighted with red circle 2). The 'Lucky Role' is indicated in the top right corner.