Users and Permissions

Creating User

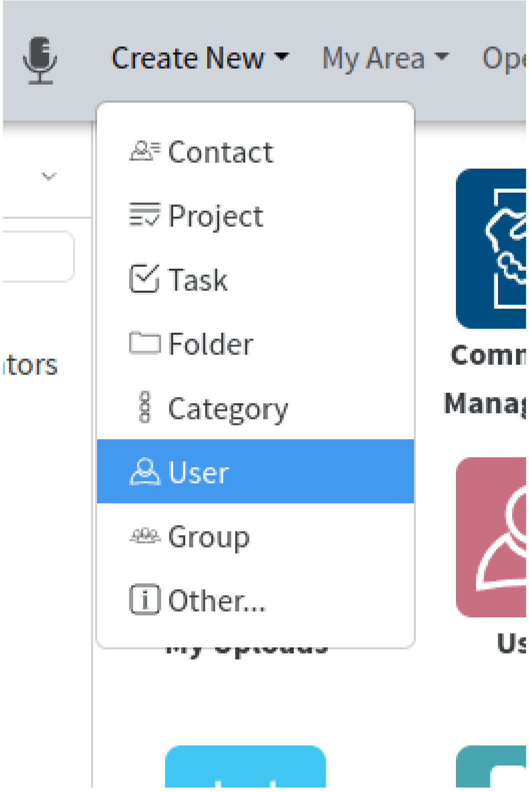
Like every Server-clients oriented software Profuz LAPIS allows to manage users with different level of privileges. Adding new user can be done from main Create New drop-down menu. Same is valid for adding new Groups. Each user can be defined to be member of different groups e.g.

- Subtitling QC
- Subtitling Editing
- Subtitling Approval

Accessing permission rights for each task, subtask or other data can be managed by entering inside the location. Go to Action → Edit → Permissions. Click to edit per specific permission request.

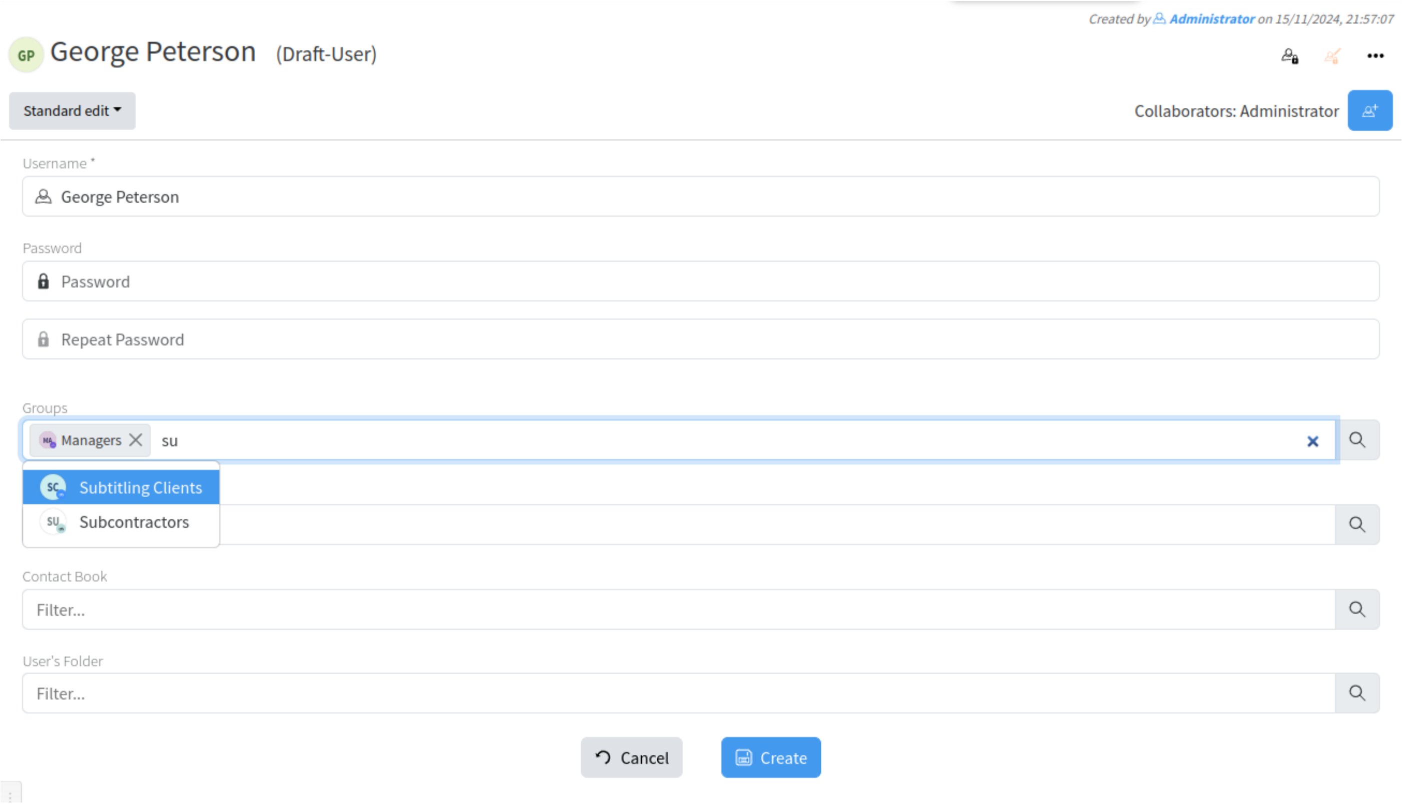
Creating User

To create an User go to **Create New** - **User**



The new window appear where the details about User have to be defined.

Only Username is mandatory.



Created by Administrator on 15/11/2024, 21:57:07

GP George Peterson (Draft-User)

Collaborators: Administrator

Username *
George Peterson

Password
Password

Repeat Password

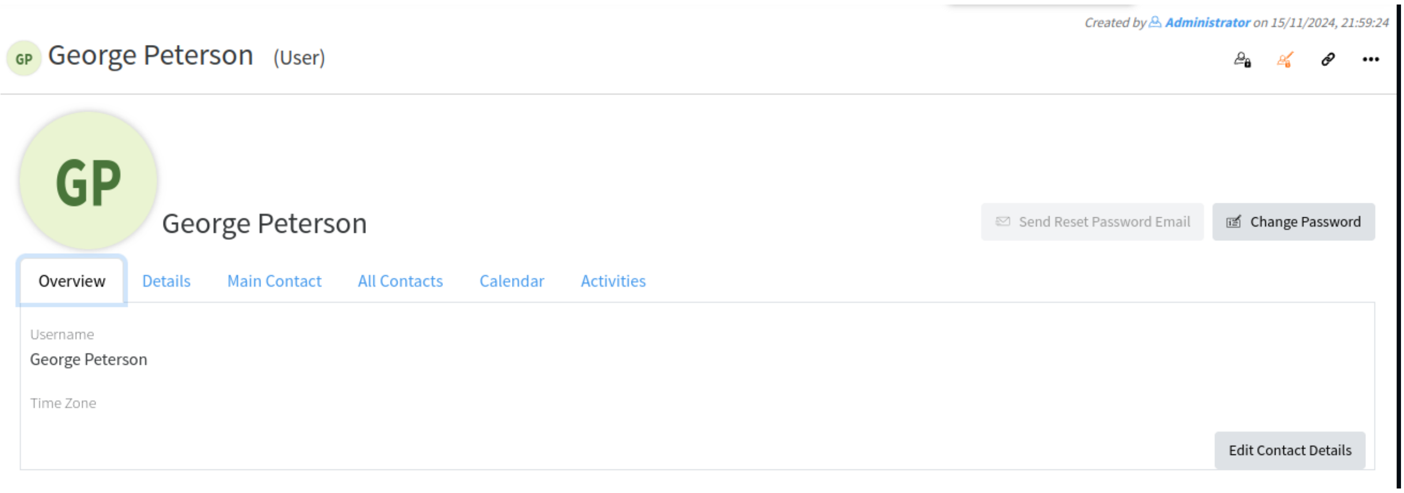
Groups
Managers su

Contact Book
Filter...

User's Folder
Filter...

By pressing Create, the User is created.

More details can be added



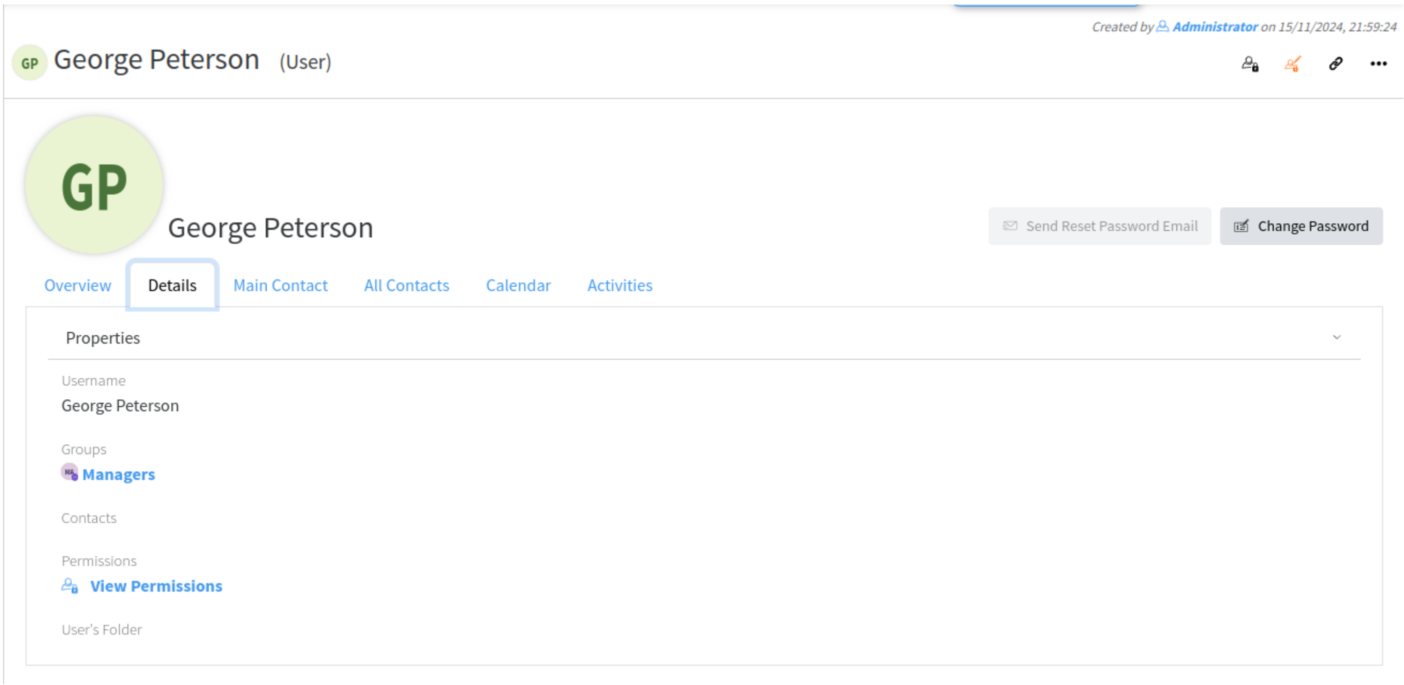
Created by Administrator on 15/11/2024, 21:59:24

GP George Peterson (User)

GP George Peterson

Username
George Peterson

Time Zone



Created by Administrator on 15/11/2024, 21:59:24

GP George Peterson (User)

George Peterson

Properties

Username
George Peterson

Groups
Managers

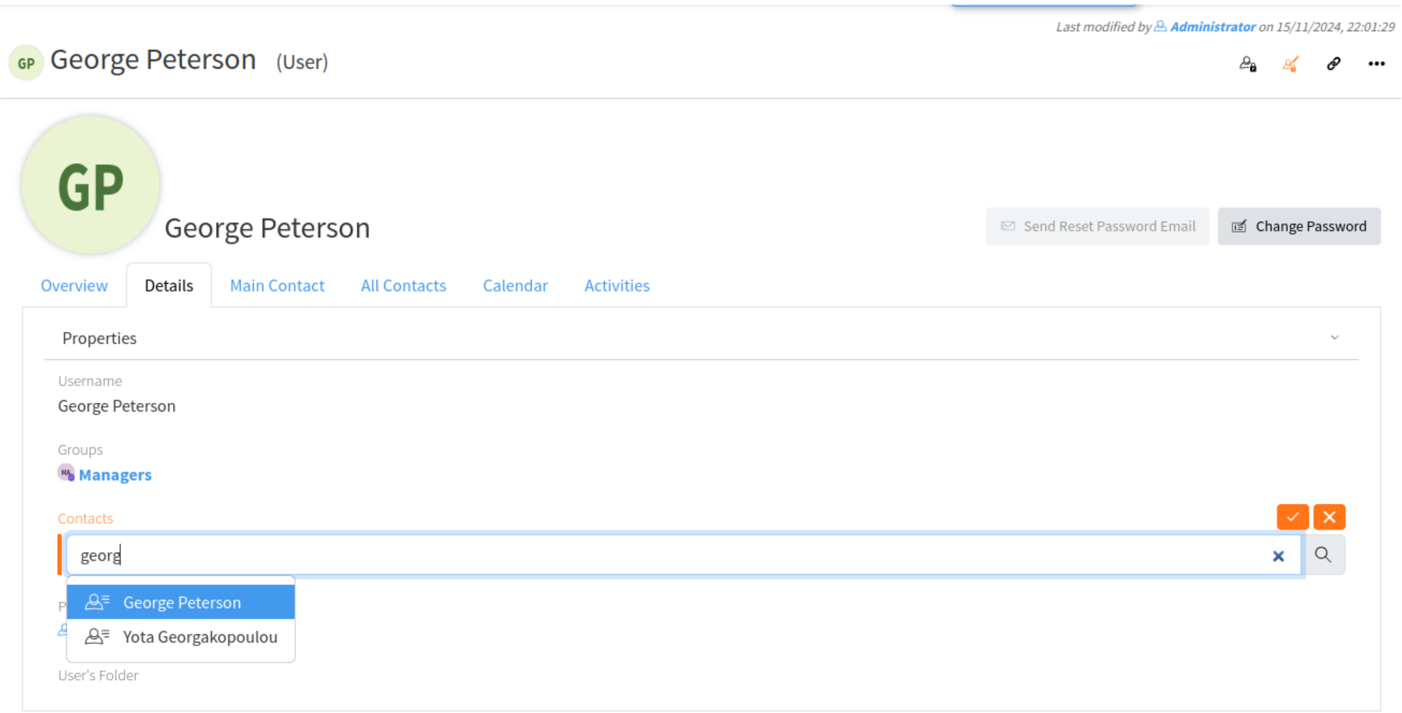
Contacts

Permissions
View Permissions

User's Folder

To connect an Existing contact to the User:

- By quick editing



Last modified by Administrator on 15/11/2024, 22:01:29

GP George Peterson (User)

George Peterson

Properties

Username
George Peterson

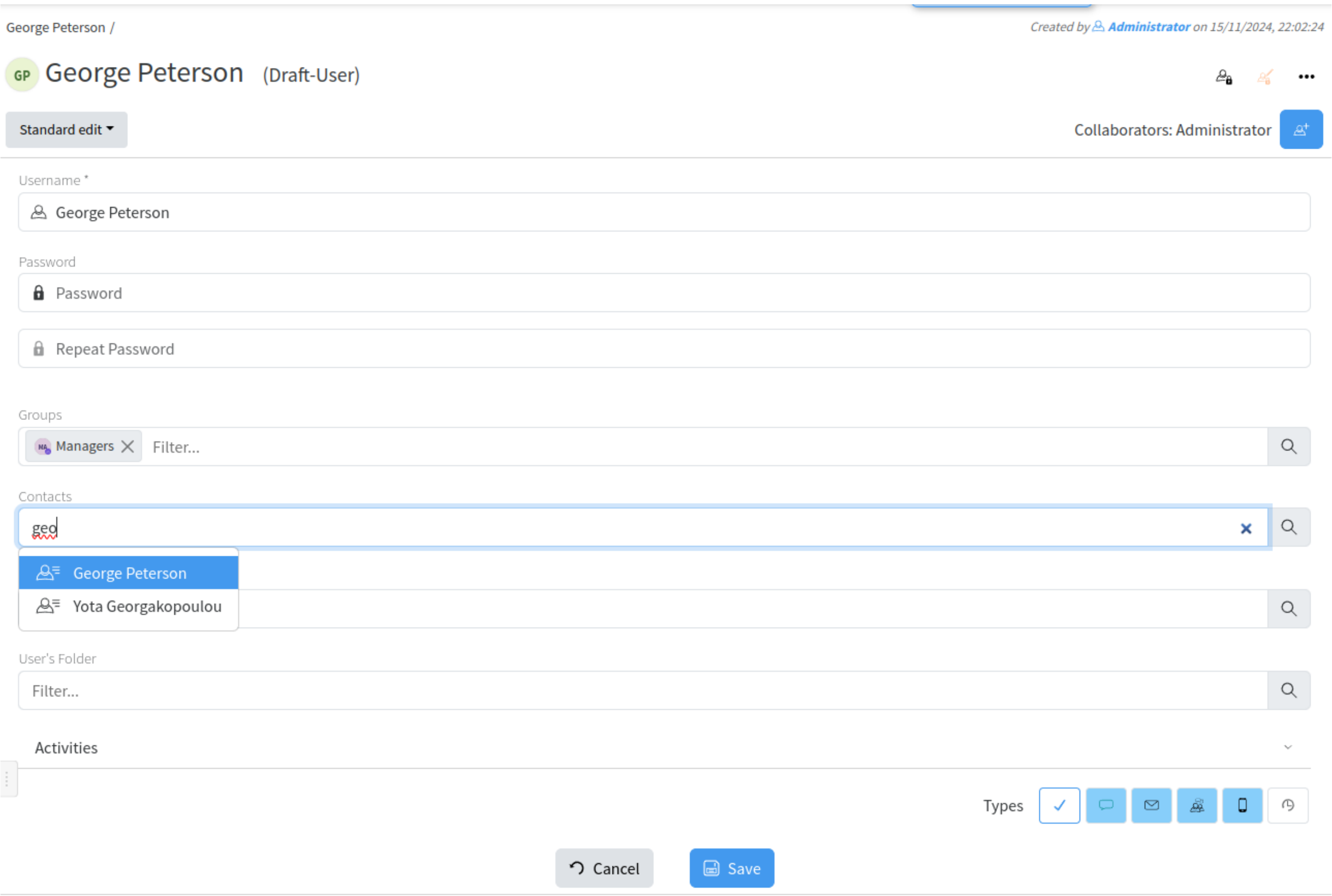
Groups
Managers

Contacts
georg

George Peterson
Yota Georgakopoulou

User's Folder

- By Actions - Edit



George Peterson /

Created by Administrator on 15/11/2024, 22:02:24

GP George Peterson (Draft-User)

Username *
George Peterson

Password
Password

Repeat Password

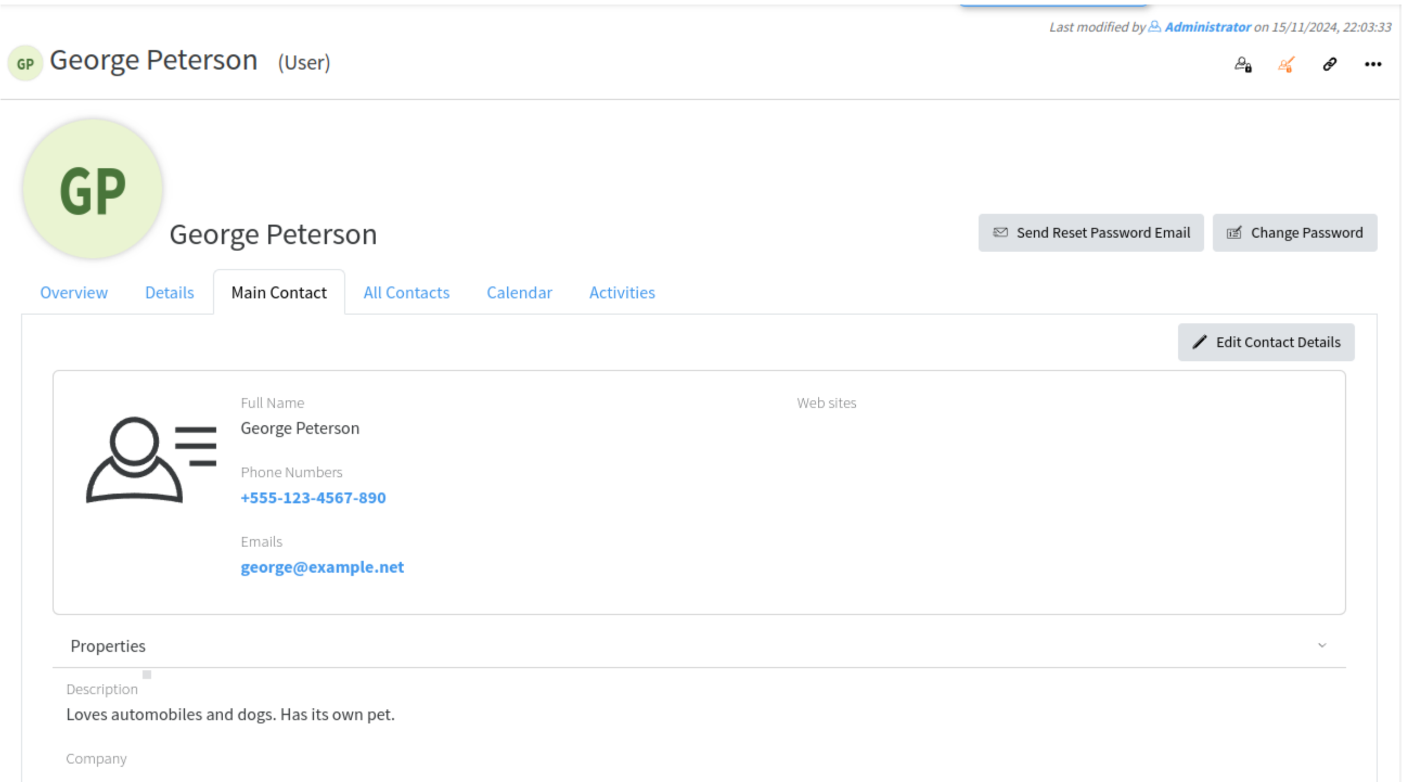
Groups
Managers
Filter...

Contacts
geo
George Peterson
Yota Georgakopoulou

User's Folder
Filter...

Activities

The details of the contact now appear in the Main Contact tab



Last modified by Administrator on 15/11/2024, 22:03:33

GP George Peterson (User)

GP

George Peterson

Full Name
George Peterson

Web sites

Phone Numbers
+555-123-4567-890

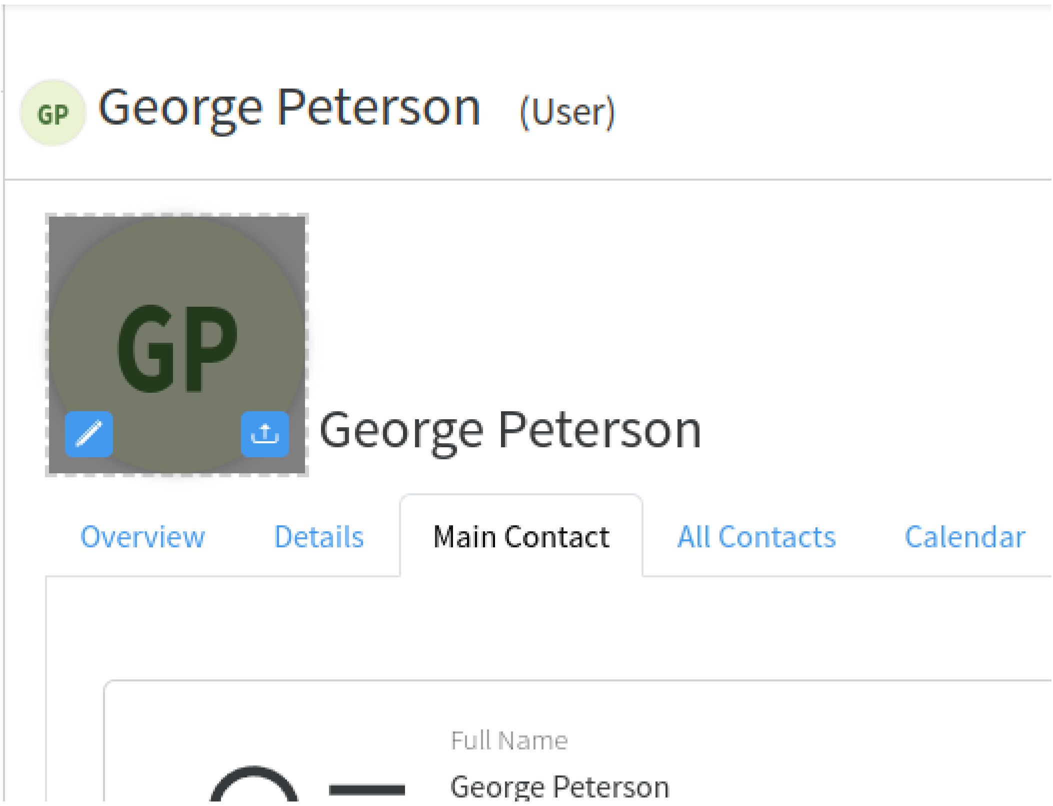
Emails
george@example.net

Properties

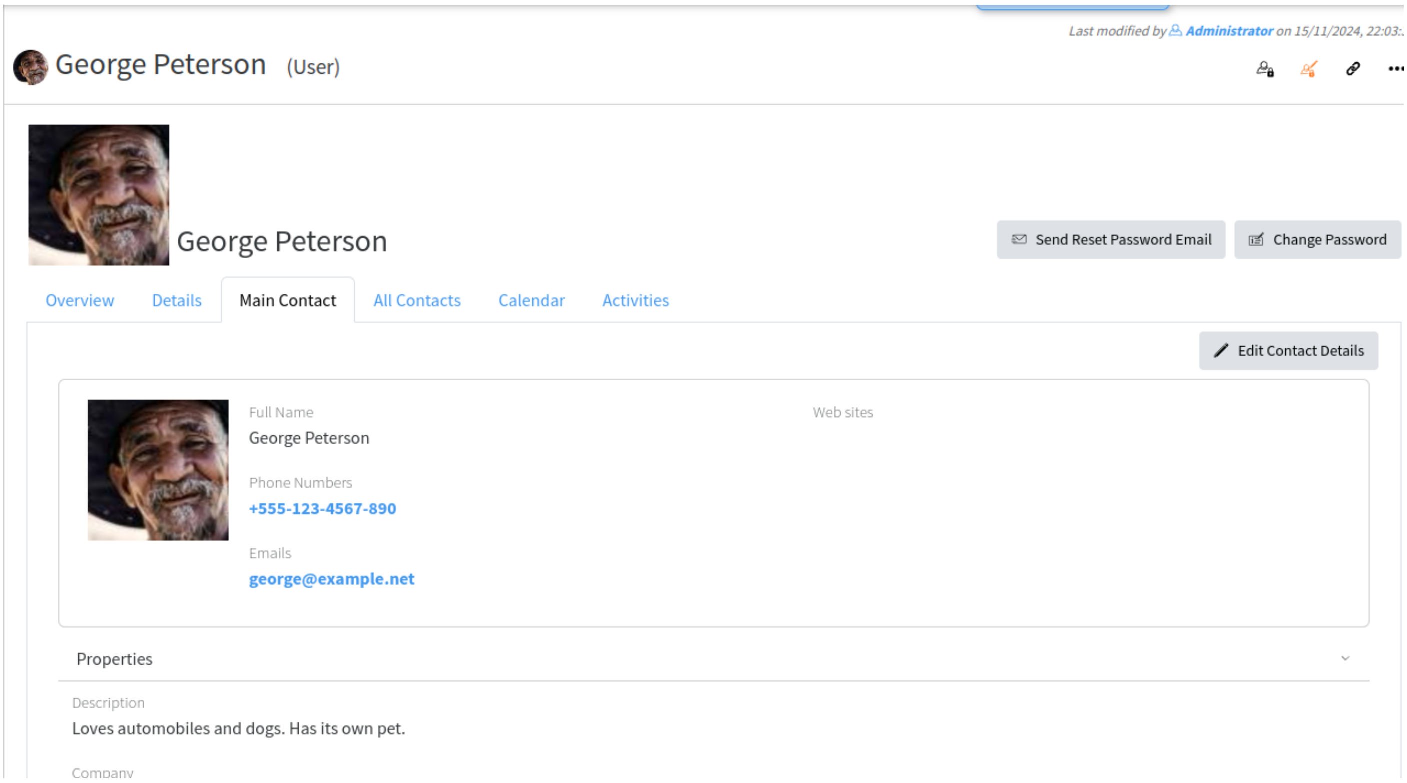
Description
Loves automobiles and dogs. Has its own pet.

Company

When contact is attached it may have also an image of the user



Full Name
George Peterson



Full Name
George Peterson

Phone Numbers
+555-123-4567-890

Emails
george@example.net

Web sites

Properties

Description
Loves automobiles and dogs. Has its own pet.

Company

Managing Permissions

Understanding Permissions logic

Permissions in LAPIS are per object. They control the common operations that are allowed or denied on an object for particular Users and Groups. The most important ones are:

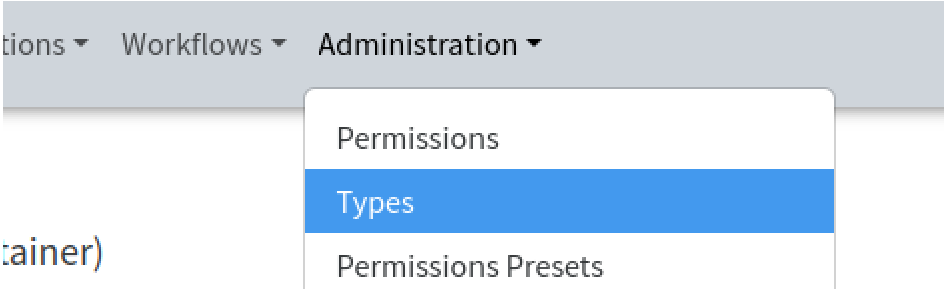
- **read** – allows/denies an object to be accessible
- **write** – allows/denies an object to be modifiable
- **delete** – allows/denies object to be delete-able
- **download** – allows/denies an object to be downloadable
- **owner** – allows/denies all operations

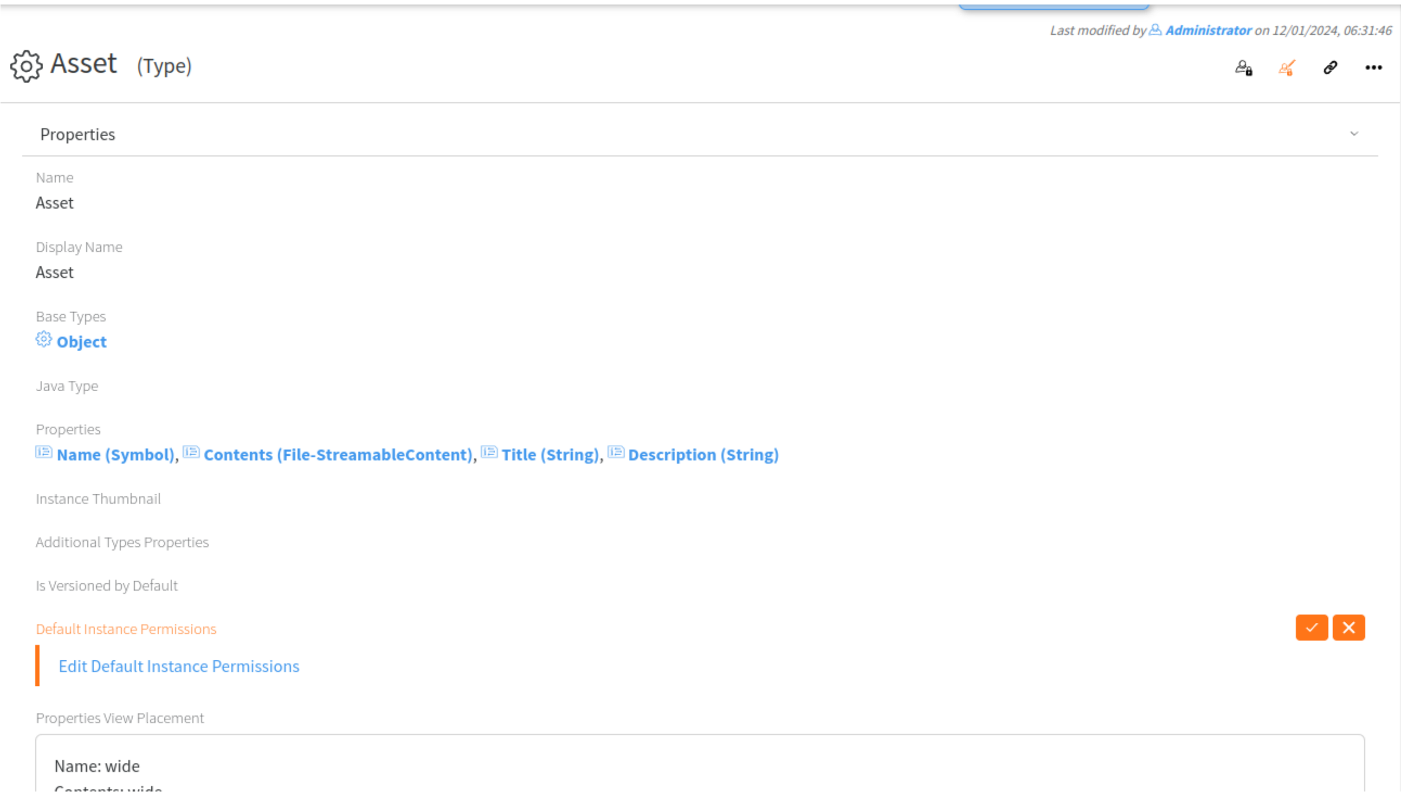
Each object in the system has **explicitly set** and **implicit** permissions. Explicit permissions are set to each object and can be changed manually, while **implicit** permissions are applied to an object through connected to it other objects (for example from a Folder object in which it is present) or other rules (for example an Assignee property gives permissions to its Task). Combination of explicit and implicit permissions gives the effective permissions of an object. Explicit permissions overwrite the Implicit permissions. **Deny** of an operation has priority in effective (combined) permissions.

When an object is created in the system it receives the default explicit permissions as set for its type. This is configured in the “Default Instance Permissions” property in the corresponding Type or if not set there, from the first ancestor Type in which it is defined.

Define Default Instance Permissions for a Type

You have to be part of Administrators group to be able to perform these tasks. Go to the menu Administration/Types and find the type you want to manage.





Last modified by Administrator on 12/01/2024, 06:31:46

Asset (Type)

Properties

Name
Asset

Display Name
Asset

Base Types
Object

Java Type

Properties
Name (Symbol), **Contents (File-StreamableContent)**, **Title (String)**, **Description (String)**

Instance Thumbnail

Additional Types Properties

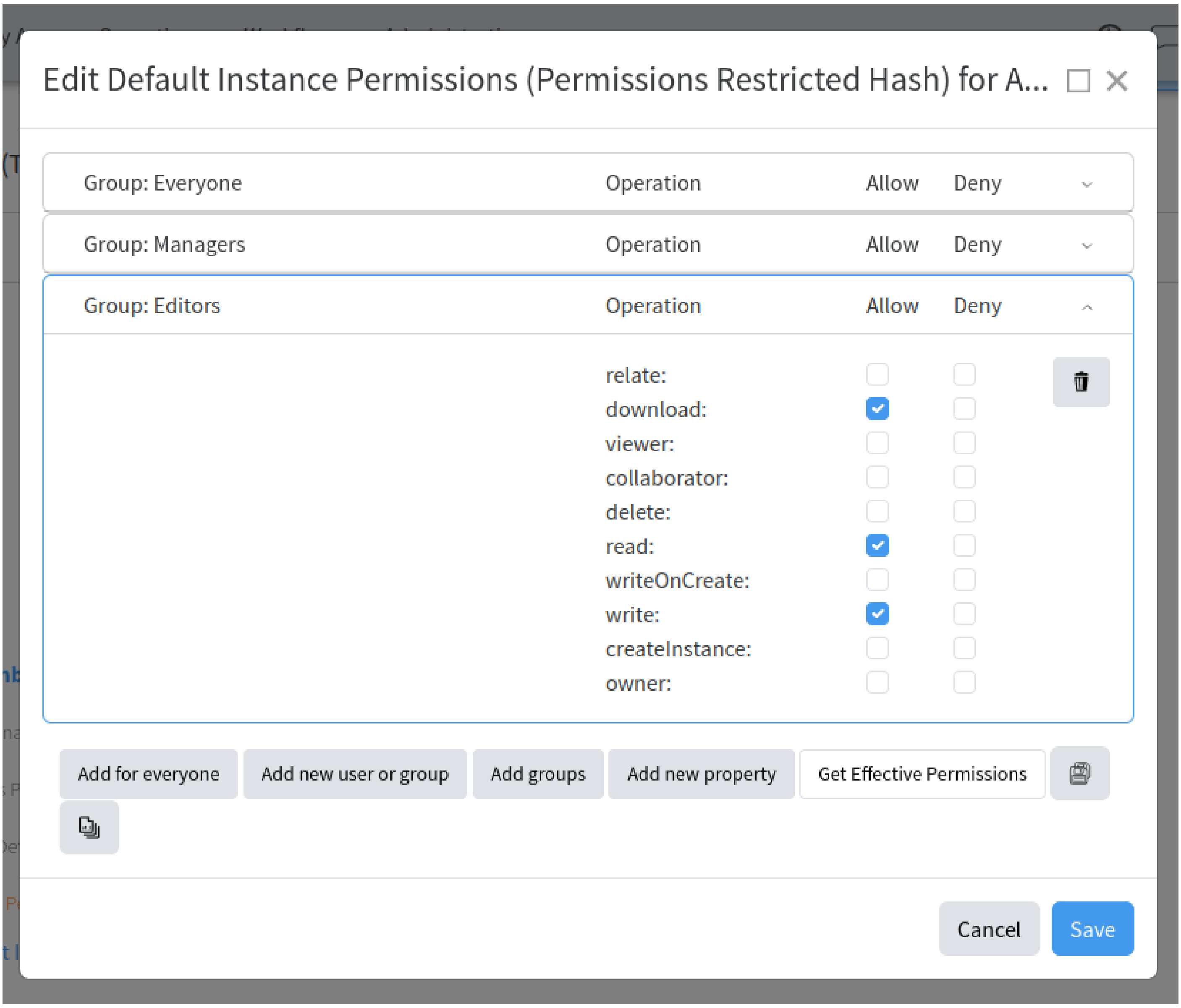
Is Versioned by Default

Default Instance Permissions
Edit Default Instance Permissions

Properties View Placement

Name: wide

Edit the “Default Instance Permissions” property, add users, groups or Everyone and allow or deny the operations you want for each of those:



Edit Default Instance Permissions (Permissions Restricted Hash) for A...

Group	Operation	Allow	Deny
Group: Everyone	Operation	Allow	Deny
Group: Managers	Operation	Allow	Deny
Group: Editors	Operation	Allow	Deny
	relate:	□	□
	download:	☑	□
	viewer:	□	□
	collaborator:	□	□
	delete:	□	□
	read:	☑	□
	writeOnCreate:	□	□
	write:	☑	□
	createInstance:	□	□
	owner:	□	□

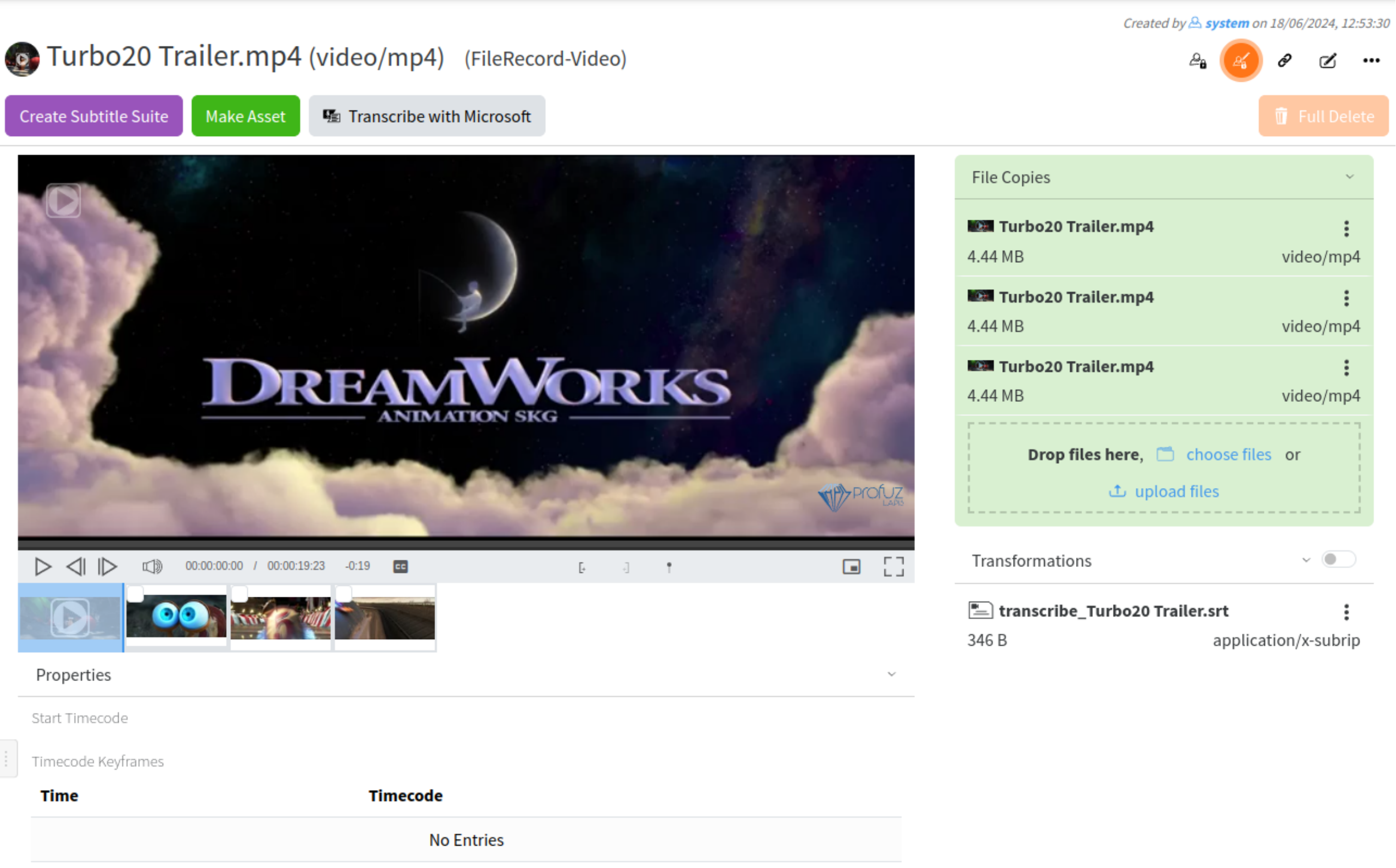
Note that those permissions will be applied to the objects created from now on. All existing objects will keep their existing permissions.

Using Folders, Categories and Tags to manage permissions

Folders, Categories and Tags are all configured to provide inherited permissions to objects they contain. It is enough to set or change permissions to a folder in order to easily propagate them to multiple objects. Note that objects' explicit permissions will overwrite those set in a folder.

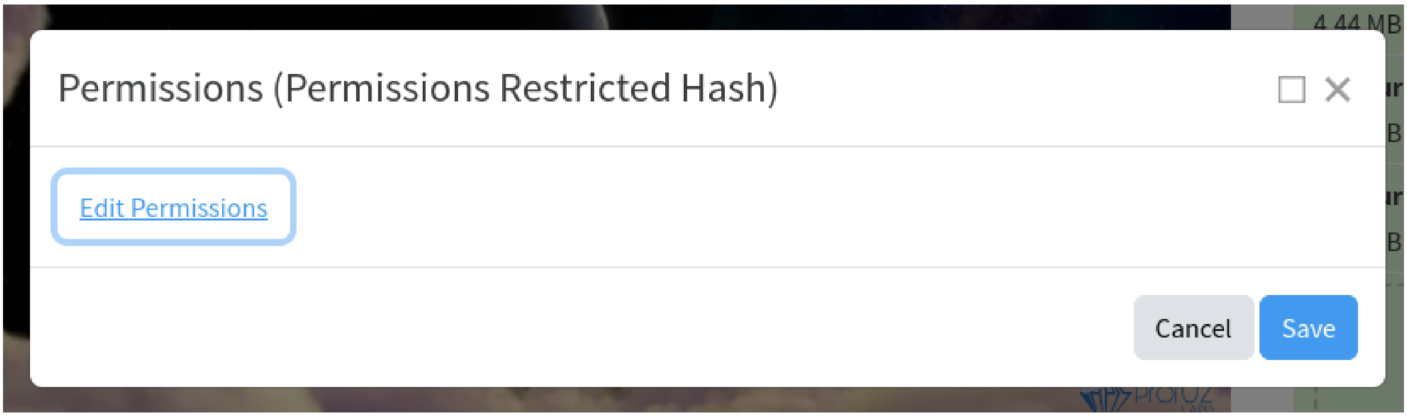
Change explicit permissions of a particular object

Click on Edit Permissions button in the object header:

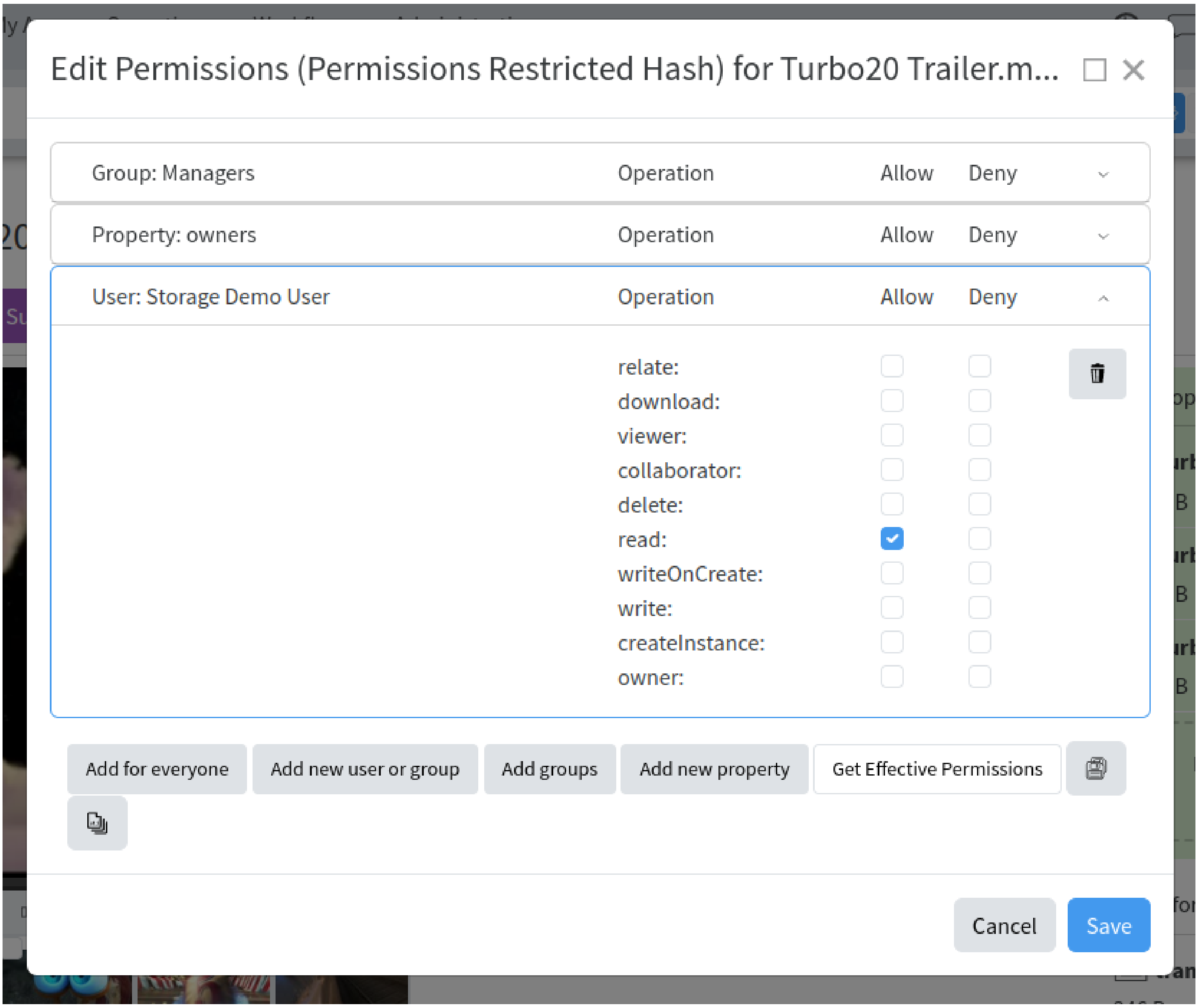


Created by system on 18/06/2024, 12:53:30

then click on “Edit Permissions”:



and set the permission you want to be applied to this object:



Edit Permissions (Permissions Restricted Hash) for Turbo20 Trailer.m...

Group: Managers	Operation	Allow	Deny
Property: owners	Operation	Allow	Deny
User: Storage Demo User	Operation	Allow	Deny
	relate:	☐	☐
	download:	☐	☐
	viewer:	☐	☐
	collaborator:	☐	☐
	delete:	☐	☐
	read:	☑	☐
	writeOnCreate:	☐	☐
	write:	☐	☐
	createInstance:	☐	☐
	owner:	☐	☐