

Users and Permissions

- [Creating User](#)
- [Managing Permissions](#)

Creating User

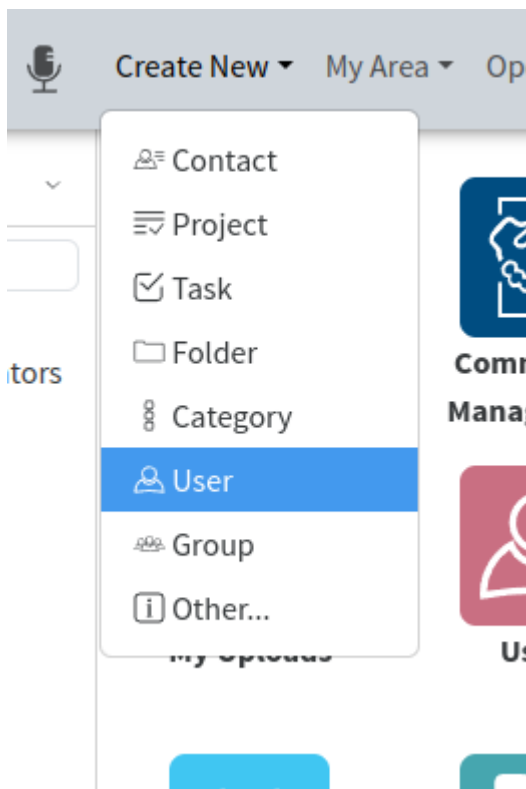
Like every Server-clients oriented software Profuz LAPIS allows to manage users with different level of privileges. Adding new user can be done from main Create New drop-down menu. Same is valid for adding new Groups. Each user can be defined to be member of different groups e.g.

- 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.

GP

George Peterson (Draft-User)

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

Standard edit

Collaborators: Administrator

Username *

George Peterson

Password

Repeat Password

Groups

Managers X su

Subtitling Clients

Subcontractors

Contact Book

Filter...

User's Folder

Filter...

Cancel

Create

By pressing Create, the User is created.

More details can be added

GP

George Peterson (User)

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

Send Reset Password Email

Change Password

Overview

Details

Main Contact

All Contacts

Calendar

Activities

Username

George Peterson

Time Zone

Edit Contact Details

GP

George Peterson (User)

Created by [Administrator](#) on 15/11/2024, 21:59:24

GP

George Peterson

Send Reset Password Email

Change Password

Overview

Details

Main Contact

All Contacts

Calendar

Activities

Properties

Username

George Peterson

Groups

Managers

Contacts

Permissions

View Permissions

User's Folder

To connect an Existing contact to the User:

- By quick editing

GP

George Peterson (User)

Last modified by [Administrator](#) on 15/11/2024, 22:01:29

GP

George Peterson

Send Reset Password Email

Change Password

Overview

Details

Main Contact

All Contacts

Calendar

Activities

Properties

Username

George Peterson

Groups

Managers

Contacts

georg

George Peterson

Yota Georgakopoulou

User's Folder

- By Actions - Edit

GP George Peterson (Draft-User)



Standard edit ▾

Collaborators: Administrator

Username *

George Peterson

Password

Password

Repeat Password

Groups

Managers Filter...

Contacts

ged

George Peterson

Yota Georgakopoulou

User's Folder

Filter...

Activities

Types ☒

Cancel

Save

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

GP George Peterson (User)



George Peterson

Send Reset Password Email

Change Password

Overview Details Main Contact All Contacts Calendar Activities

Edit Contact Details



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

GP

George Peterson (User)

GP

George Peterson

Overview

Details

Main Contact

All Contacts

Calendar

Full Name

George Peterson

George Peterson (User)

Last modified by [Administrator](#) on 15/11/2024, 22:03:

George Peterson

Send Reset Password Email

Change Password

Overview

Details

Main Contact

All Contacts

Calendar

Activities

Full Name

George Peterson

Phone Numbers

+555-123-4567-890

Emails

george@example.net

Web sites

Edit Contact Details

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.

itions ▾ Workflows ▾ Administration ▾

PermissionsTypesPermissions Presets

ainer)

Asset (Type)

Last modified by [Administrator](#) on 12/01/2024, 06:31:46

Asset

Asset

Object

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

Default Instance Permissions

Edit Default Instance Permissions

Name: wide

Content-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: Everyone | Operation | Allow | Deny | ▼ |
| Group: Managers | Operation | Allow | Deny | ▼ |
| Group: Editors | Operation | Allow | Deny | ^ |
| | relate: | <input type="checkbox"/> | <input type="checkbox"/> | |
| | download: | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| | viewer: | <input type="checkbox"/> | <input type="checkbox"/> | |
| | collaborator: | <input type="checkbox"/> | <input type="checkbox"/> | |
| | delete: | <input type="checkbox"/> | <input type="checkbox"/> | |
| | read: | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| | writeOnCreate: | <input type="checkbox"/> | <input type="checkbox"/> | |
| | write: | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| | createInstance: | <input type="checkbox"/> | <input type="checkbox"/> | |
| | owner: | <input type="checkbox"/> | <input type="checkbox"/> | |

Add for everyone

Add new user or group

Add groups

Add new property

Get Effective Permissions

Cancel

Save

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:

Turbo20 Trailer.mp4 (video/mp4) (FileRecord-Video)

Create Subtitle Suite

Make Asset

Transcribe with Microsoft

Full Delete

DREAMWORKS

ANIMATION SKG

00:00:00:00 / 00:00:19:23

-0:19

Properties

Start Timecode

Timecode Keyframes

Time

Timecode

No Entries

File Copies

Turbo20 Trailer.mp4

4.44 MB

video/mp4

Turbo20 Trailer.mp4

4.44 MB

video/mp4

Turbo20 Trailer.mp4

4.44 MB

video/mp4

Drop files here, choose files or upload files

Transformations

transcribe_Turbo20 Trailer.srt

346 B

application/x-subrip

then click on “Edit Permissions”:

Permissions (Permissions Restricted Hash)

Edit Permissions

Cancel

Save

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: | <input type="checkbox"/> | <input type="checkbox"/> | <div>🗑️</div> |
| | download: | <input type="checkbox"/> | <input type="checkbox"/> | |
| | viewer: | <input type="checkbox"/> | <input type="checkbox"/> | |
| | collaborator: | <input type="checkbox"/> | <input type="checkbox"/> | |
| | delete: | <input type="checkbox"/> | <input type="checkbox"/> | |
| | read: | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| | writeOnCreate: | <input type="checkbox"/> | <input type="checkbox"/> | |
| | write: | <input type="checkbox"/> | <input type="checkbox"/> | |
| | createInstance: | <input type="checkbox"/> | <input type="checkbox"/> | |
| | owner: | <input type="checkbox"/> | <input type="checkbox"/> | |

Add for everyone

Add new user or group

Add groups

Add new property

Get Effective Permissions

📄

Cancel

Save