



# Centre Manager Basics

Group permissions

# Permissions

Group and individual Permissions allow Centre Managers to customise how much access each user on the system has. Permissions can be set to an individual user and also at the user group level.

## User Restrictions

Only Centre Managers with the **Assign permissions to other users** permission can set permissions for other users.

## Group Permissions

Group Permissions can be used to define the default permissions for all users in each type of user group. To set the default permissions for a group of users, follow the steps below:

1. Click on the **Centre** and then the **Group Permissions** icon
2. Select the user group from the drop down list
3. Choose to inherit, grant, or deny any of the available permissions
4. Click the **Save** button

*Note - The selected permissions will apply to all users of the selected user group, unless it is overridden at the user level.*

Group Setting	Description
Inherit	Always use the Effective System Setting specified by OneFile (we may choose to change the system defaults in the future)
Grant	Always grant the permission for the selected user group
Deny	Always deny the permission for the select user group

## User Permissions

User Permissions should be used to override the permissions set at the User Group level. To set the permissions for an individual user, follow the steps below:

1. Click on the **Users** icon.
2. Click on the **Account** button of the user you would like to edit.
3. Select the **Permissions** tab.
4. Choose the **User Setting** from the drop down list.
5. Click the **Save** button.

Group Setting	Description
Inherit	Always use the Group Setting specified by a Centre Manager in the Group Permissions area
Grant	Always grant the permission for the selected user, regardless of the group setting
Deny	Always deny the permission for the select user, regardless of the group setting

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