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## SECURITY

Security permissions can be set up from **Administration > Security**. Descriptions for all of these permissions are written above each permission category. ILS enables permissions to be assigned to groups. Patrons can be added to these groups and the group permissions will automatically apply to them. This makes maintenance simple and is the recommended method for assigning permissions.

**Tip:** Permissions for Reports can be set to Local or Union to allow users to print reports with local library information and/or for information from the union.

**Tip:** Each Global Change in each module has its own permission.

## GROUPS

1. Go to **Administration > Security**.
2. Select the Groups tab if it is not already selected.
3. Use the dropdown to select the Group for which the permissions will apply.
4. If you would like to view the permissions specifically by each module, use the dropdown to select a Module.
5. Click **Edit**.
6. Select the permissions you would like to assign to that patron by checking the checkboxes beside the features in the right grid.
  - 6.1. In the left grid, there are columns for Read, Add, Edit, Delete, Scope, and System. Check the checkboxes in the left grid if available and apply it to a corresponding group which can have access to those actions in the feature.
    - 6.1.1. If **Read** is unchecked, the patron group will not have access to view the feature.
    - 6.1.2. If **Scope** is checked, the users in the selected patron group can modify records in their current library and other libraries included in the scope without needing to use Catalog > Change > Library. Scopes are set up by the Admin All account and instructions can be found in the Feature Scope Definition and Find/Add Scope section.
    - 6.1.3. If **System** is checked, the users in the selected patron group will be able to modify records of any library in the union without needing to use Catalog > Change > Library.
7. Click **Save**.



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Administration > Security

Groups Patrons

Group: Assistant  
Module: All

Permission Description: Permissions to access specific Acquisition module features  
Feature Description: Enable to allow overspending when exceeding the total amount in the budget

Permission	Read	Add	Edit	Deleted	Scope	Feature		Edit
Acquisitions						Allow Overspending	<input checked="" type="checkbox"/>	Save
Administration						EDI Message Log	<input type="checkbox"/>	Cancel
Assets						Quotes	<input type="checkbox"/>	Refresh
Catalog						Receive EDI	<input type="checkbox"/>	More...
Copy		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Update Budget	<input type="checkbox"/>	
Issue		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Issue Copy		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Item	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Publisher	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Serial	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Circulation								
Digital								
Global Changes								
Help								
Inventory								