



SIMPLERISK – TRANSFORMING RISK MANAGEMENT. SIMPLE. AUTOMATED. EFFECTIVE

How to Set User Permissions in SimpleRisk

Introduction

Setting user permissions in SimpleRisk is an important practice designed to ensure each user is able to gain access to tools and features to which they are authorized, while at the same time preventing unauthorized access to information or functionality that's beyond the scope of their role.

Instruction

Let's first take a look at the user permissions assigned, when a new user profile is being created. To create a new user we must first navigate to the "Configure" menu at the top followed by the "User Management" button on the left.

Once in the "User Management" menu, you'll see that the first section of this page deals with adding new users. The first fields with blanks will make up the credentials of a newly created user including Email Address, Full Name, Username, and Password. (Below is an example of the User Management page.)

The column of checkboxes below contain the list of all user permissions that can be set. When a box is checked, the newly created user will be granted that permission, and if a box is left unchecked, the new user will not be granted that permission.

The risks a given user will have access to is dependent on how your risk formula is configured. Risk access is determined by a users risk level permissions, there are 5 risk levels which include Insignificant, Low, Medium, High, and Very High.

It is our strong recommendation that you make any necessary adjustments to the risk formula, before you begin to add new users. The configuration menu for the formula can be found by going to the "Configure" menu at the top and then to the "Configure Risk Formula" on the left.

Once you've completed entering all new user information and have determined what permissions should be granted, you may select the "Add" button found at the bottom of the first section, just under "Multi-Factor Authentication."

To edit permissions for current users, navigate to the second section on the user management page. Then, under "View Details for User," select the user from the drop down menu to edit their permissions and then click the "Select" button.

Once you click the "Select" button, you will be automatically directed to a page that looks similar to the "Add New User" section, but in this case, it's specific to the user you just selected.



From here, the process for editing a current user is exactly the same as if you were creating a new user, which we covered previously. Just to recap, when a user permission box is checked, the current user being edited will be granted that permission, and if a box is left unchecked, the current user will not be granted that permission. Once you've completed editing the user permissions, to save the changes, simply click the "Update" button found at the bottom of the page.

This concludes the video on "How to Set User Permissions in SimpleRisk". If any questions were left unanswered or could use more in-depth descriptions, please use our Customer Support email address which is support@simplerisk.com