



Permission Manager

User Guide

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Our web site: <http://www.boostsolutions.com/>

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1. Introduction

Permission Manager provides a centralized platform to manage permissions. Administrator can search, analyze, and manage SharePoint users or group permissions as well as add, modify and remove permissions on different levels, web applications, sites, lists and items.

Also, administrator can manage SharePoint group on the platform, include create, edit and delete groups; add, copy/move and remove members.

This user guide is intended to walk you through the process of how to work with BoostSolutions Permission Manager.

For latest version of this copy or other user guides, please visit our document center:

<http://www.boostsolutions.com/download-documentation.html>

2. System Requirements

Permission Manager 2.0 can be used on the following platforms and browsers which have been installed and deployed on SharePoint.

2.1 Operating System

- Windows Server 2008 (x86 and x64)
- Windows Server 2008 R2 (x86 and x64)
- Microsoft Windows Server 2012 Standard or Datacenter X64
- Microsoft Windows Server 2016

2.2 SQL Server

- SQL Server 2008 (x86 and x64)
- SQL Server 2008 R2 (x86 and x64)
- SQL Server 2012
- SQL Server 2014
- SQL Server 2016

2.3 SharePoint Versions

- Microsoft SharePoint Foundation 2010
- Microsoft SharePoint Server 2010
- Microsoft SharePoint Foundation 2013
- Microsoft SharePoint Server 2013
- Microsoft SharePoint Server 2016

2.4 Browser Clients

- Microsoft Internet Explorer 8.x and above (recommended for Advanced Administration features)
- Google Chrome

- Mozilla Firefox

3. Licensing

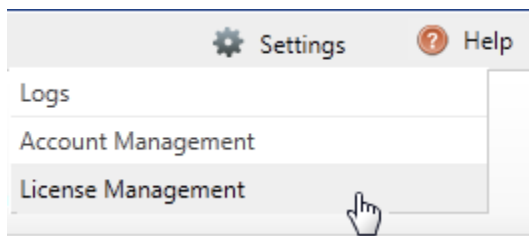
Permission Manager has a 30 day trial periods. There are no functional limitations during the trial period. After 30 days, starting from the time of installation, the trial version will expire and Permission Manager will stop working.

To purchase a license, you need to visit the BoostSolutions web site at:

<http://www.boostsolutions.com/purchase.html>

Once you have purchased a license, you will need to enter it into the SharePoint farm. The following steps will show you how to register your license.

- a. Click **Settings > License Management**.



- b. In the License Management page, click **Register**.

Manage License

Farm ID:	{dfb790db-38af-4c97-ae82-436dc3fc6cdb}
Number of servers in Farm:	1
Version:	2.0.325.0
License Type:	Farm Scale
Expiration Date:	Never
Premium Support (Expiration Date):	N/A
License Server Amount:	1
License Category:	Regular
Purchase link:	Click here to purchase license
License Registration:	<input type="button" value="Register..."/>

- c. In the **Register or Upgrade License** window, upload the license code file or enter the license code and click the **Register** button.

Register or Upgrade License [Close]

Please upload a license code file or enter the license code to activate the product.

Upload a license code file

[Browse...]

Enter license code

[Text Area]

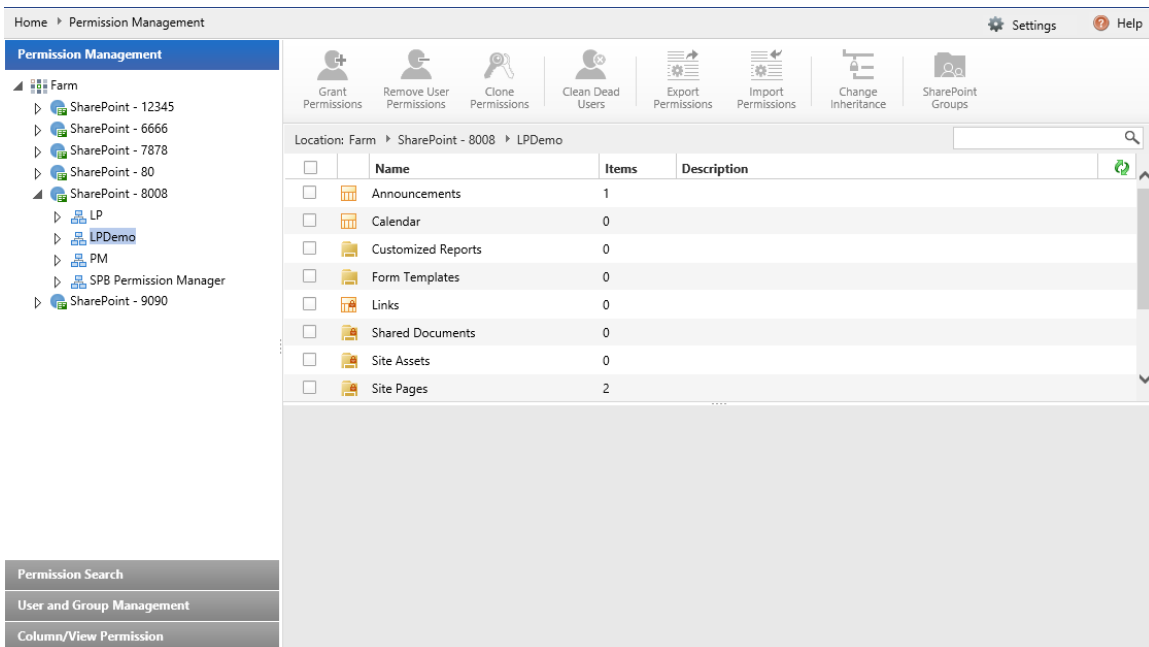
[Register] [Close]

4. Interface Introduce

The application consists of two primary panes: Navigation pane and contents area.

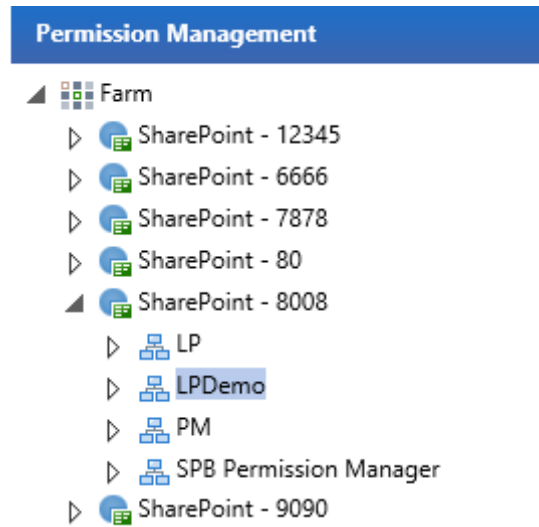
There are four buttons present the Permission Manager main functional areas: Permission Management, Permission Search, User and Group Management, and Column/View Permission (this menu will be shown depend on if the Column/View Permission installed on your SharePoint server).

The Content area contains a variety of screens that provide detailed information regarding the object selected in the Navigation pane.



4.1 Navigation pane

Under each button of the navigation pane, there is farm tree which is auto-generated based on SharePoint environment and provides different hierarchical corresponding the button selected.



Clicking on any of the web application will trigger the application to display the site collections for that web application.

Clicking on any of the site will trigger the application to display the lists and libraries under that site.

Clicking on any of the list or library will trigger the application to display the items.

Right-click one node, you can refresh the farm tree.

4.2 Contents area

The Content area displays the different information corresponding to the object selected in the Navigation pane.

Location: Farm > SharePoint - 8008 > LPDemo

<input type="checkbox"/>	Name	Items	Description
<input type="checkbox"/>	Announcements	1	
<input type="checkbox"/>	Calendar	0	
<input type="checkbox"/>	Customized Reports	0	
<input type="checkbox"/>	Form Templates	0	
<input type="checkbox"/>	Links	0	
<input type="checkbox"/>	Shared Documents	0	
<input type="checkbox"/>	Site Assets	0	
<input type="checkbox"/>	Site Pages	2	
<input type="checkbox"/>	Style Library	0	
<input type="checkbox"/>	Tasks	0	
<input type="checkbox"/>	Team Discussion	0	

1 - 11 of 11 items | 20 | 50 | 100

Select (or unselect) multiple items, click the check-boxes next the items.

Or, you can select them by following ways:

- In order to select (or unselect) multiple items, click on the first item and then holding the SHIFT key, click on the last item. All the items will be highlighted.
- In order to select (or unselect) multiple items, hold down the CTRL key and select individual files.

Select one item, then the permissions settings will be shown below the content table as following.










Calendar > Permission Settings

Name	Type	Permissions	Actions
Viewers	SharePoint Group	Limited Access, View Only	Edit Delete
LPDemo Owners	SharePoint Group	Full Control, Limited Access	Edit Delete
LPDemo Visitors	SharePoint Group	Read, Limited Access	Edit Delete
LPDemo Members	SharePoint Group	Contribute, Limited Access	Edit Delete
SPB2010T0\daniel	User	Contribute	Edit Delete
SPB2010T0\dev group	Domain Group	Contribute	Edit Delete
SPB2010T0\hans	User	Contribute	Edit Delete

4.3 Icons

There are many icons in Permission Manager, here we introduce the presentation of each icon.

Icons	Descriptions
	Farm
	Web application
	Site which permission is unique.
	Site which permission is inherited.
	Sub sites
	List which permission is unique.


	List which permission is inherited.
	Library which permission is unique.
	Library which permission is inherited.
	Folder which permission is unique.
	Folder which permission is inherited.
	Item which permission is unique.
	Item which permission is inherited.
	Refresh the content area.
	Refresh the farm tree.

5. Find an item in content table

In a content table, administrator can quick find an item using one of following methods: filter or sort.

5.1 Search



In the **Search** box, type a few letters to narrow your search, and then click the **Search** button .








Note: By default, only following columns are searched for each content tables:

- Site/List/Item: Name
- All Users: Name
- SharePoint Groups: Name
- Domain Groups: Name
- Group Members: Name

5.2 Sort

To sort a list of items, click a column heading. To reverse the sort order, click the column heading again.

The Ascending Sort icon ▲ and Descending Sort icon ▼ indicate which way the list is sorted.

<input type="checkbox"/>	Name	▲ Items	Description
<input type="checkbox"/>	 Announcements	1	
<input type="checkbox"/>	 Calendar	0	
<input type="checkbox"/>	 Customized Reports	0	
<input type="checkbox"/>	 Form Templates	0	
<input type="checkbox"/>	 Links	0	
<input type="checkbox"/>	 Shared Documents	0	
<input type="checkbox"/>	 Site Assets	0	

5.3 Paging

By default, only 20 items are displayed each page, administrator can control how many items display by clicking the specified number, 50 or 100.

To view more items, click the page number or arrows.



6. Manage Permissions

Permission Manager has an independent interface to help administrators manage permissions on one page. In this chapter, you will find information about the user interface.

6.1 Entering Permission Manager

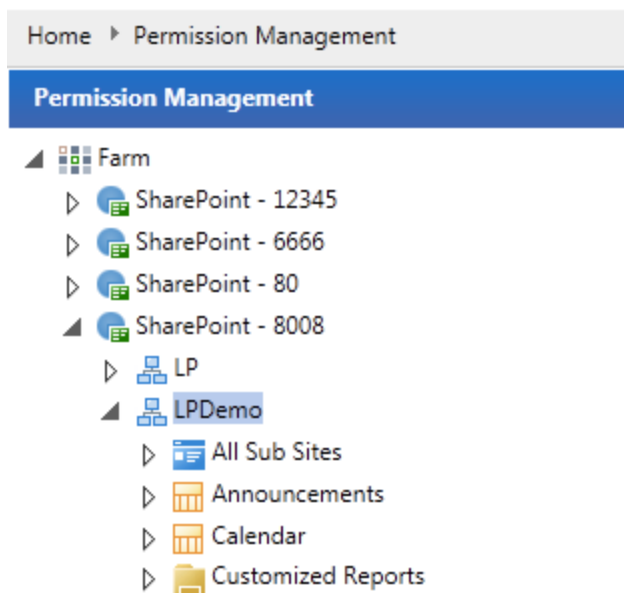
You can open Permission Manager in 3 ways:

- a. By double clicking the **Permission Manager** shortcut on the desktop;
- b. Or by clicking **Start**, point to **All Programs > BoostSolutions**, and then selecting **Permission Manager**.
- c. Or, by opening a browser and entering: **http://< machine>: 8787**. If the default port number has been changed from 8787, enter the new port number.

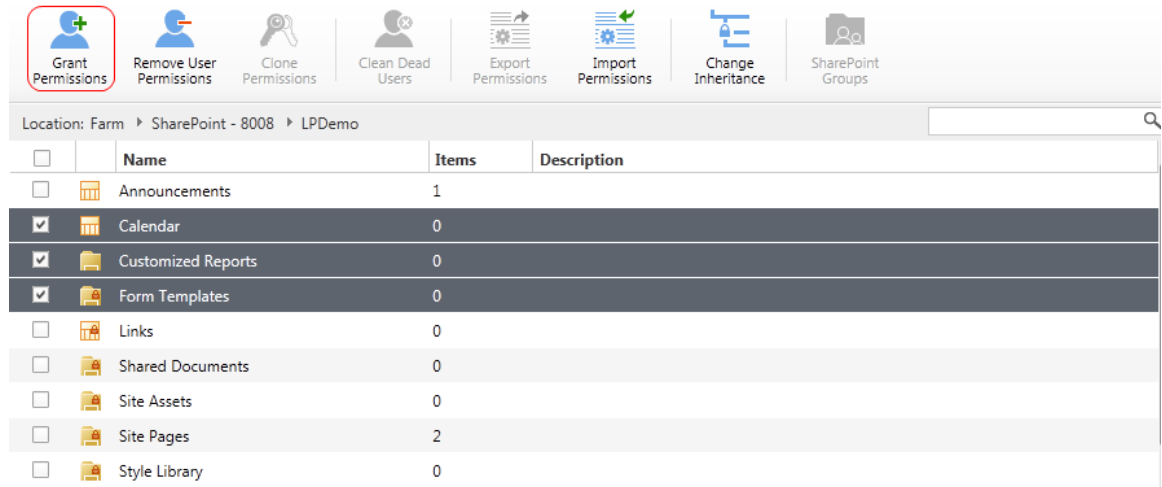
6.2 Grant Permissions

This operation allows you to assign permissions to the user(s) or group(s). You can grant permissions or add users to SharePoint groups on multiple scopes (sites, lists or folders).


- a. Navigate to **Permission Management**.



- b. Select one scope (site, list or folder) from the farm tree, and select one or more scopes (sites, lists or folders) which you want to grant user permissions.
- c. Click **Grant Permissions** on the toolbar; a dialog window will appear.



- d. Enter the user or group name in the **Users/Groups** box.

Note: Domain user, group and SharePoint group are supported in this operation.
- e. Click the  button (found next to the **Users/Groups** text box), to validate the user or group.
- f. Assign permissions to the user or group in the **Grant Permissions** section.
 - **Add users to the following SharePoint groups:** Add domain users or groups to SharePoint groups.
 - **Give users the following permission directly:** Assign permissions to specified users or groups.

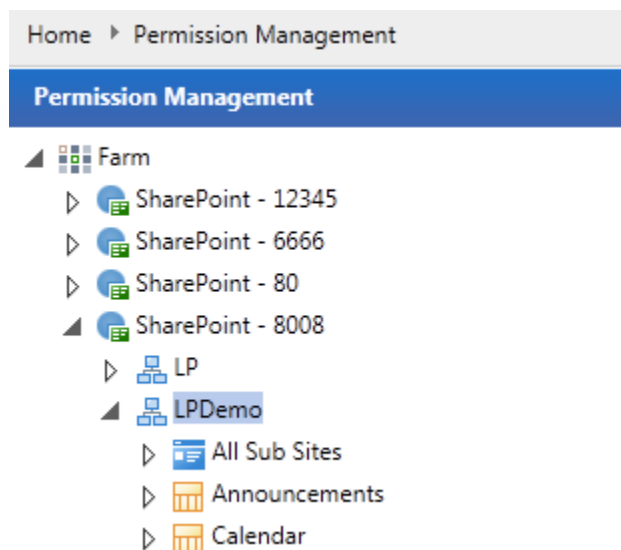
Grant Permissions	
<p>Scopes You are about to change settings for the selected scopes.</p>	<ul style="list-style-type: none"> • Announcements • Calendar • Customized Reports
<p>Select Users/Groups Specify the user or group names.</p>	<p>Users/Groups:</p> <p>Hans Max ; Henry Lee ;</p>
<p>Grant Permissions Select the permissions you want these users to have. You can add users to SharePoint groups that have already been granted the appropriate permission levels, or you can grant the users specific permission levels.</p>	<p><input type="radio"/> Add users to the following SharePoint groups</p> <p><input checked="" type="radio"/> Give users the following permissions directly</p> <p><input type="checkbox"/> Full Control</p> <p><input type="checkbox"/> Design</p> <p><input checked="" type="checkbox"/> Contribute</p> <p><input type="checkbox"/> Read</p> <p><input type="checkbox"/> View Only</p>

- g. Click the **Grant** button.
- h. You can confirm if permissions are broken before the operation runs. Click **OK** to run the operation immediately.

6.3 Edit User Permissions

This operation enables you to edit user(s) or group(s) permissions on one scope (sites, lists or folders).

- a. Navigate to **Permission Management**.



- b. Select one scope (site, list or folder) from the farm tree, then select a site or list which you want to edit permissions.

Location: Farm > SharePoint - 8008 > LPDemo

<input type="checkbox"/>	Name	Items	Description
<input type="checkbox"/>	Announcements	1	
<input checked="" type="checkbox"/>	Calendar	0	
<input type="checkbox"/>	Customized Reports	0	

- c. Select one user or group in the **Permission Settings** section and click **Edit**.

Calendar > Permission Settings

Name	Type	Permissions	Actions
Viewers	SharePoint Group	View Only	Edit Delete
LPDemo Owners	SharePoint Group	Full Control	Edit Delete
LPDemo Visitors	SharePoint Group	Read	Edit Delete
LPDemo Members	SharePoint Group	Contribute	Edit Delete
SPB2010T0\daniel	User	Contribute	Edit Delete
SPB2010T0\dev group	Domain Group	Contribute	Edit Delete
SPB2010T0\david	User	Read	Edit Delete

- d. In the **Choose Permissions** section, specify the permissions you want the user or group to have .

Edit Permissions ✕

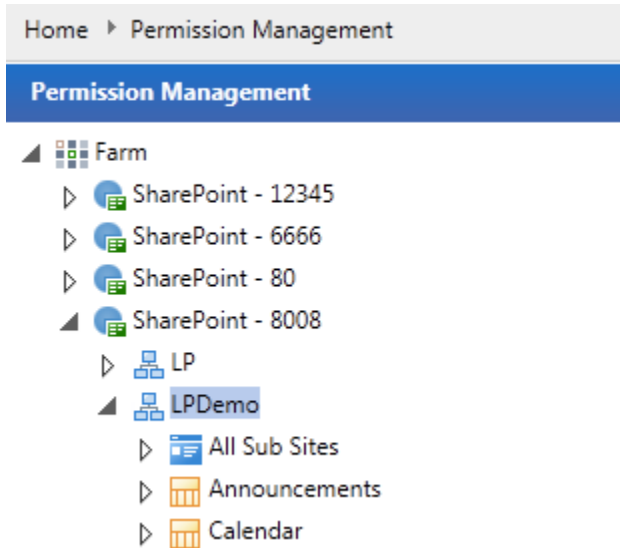
<p>Users or Groups The permissions of the users or groups will be modified.</p>	<p>Users: SPB2010T0\daniel</p>
<p>Choose Permissions Choose the permissions you want the users or groups to have.</p>	<p>Permissions:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Full Control <input checked="" type="checkbox"/> Design <input type="checkbox"/> Contribute <input type="checkbox"/> Read <input type="checkbox"/> Limited Access <input type="checkbox"/> View Only

- e. Click **OK**.
- f. If the scope inherits permissions from the parent, you will be warned if the permissions are broken before the operation can run, click **OK** to run the operation immediately.

6.4 Delete Permissions

This operation allows you to delete user or group permissions from the permission settings on one scope (sites, lists or folders).

- a. Navigate to **Permission Management**.



- b. Select one scope (site, list or folder) from the farm tree, and select a site or list.

Location: Farm ▶ SharePoint - 8008 ▶ LPDemo

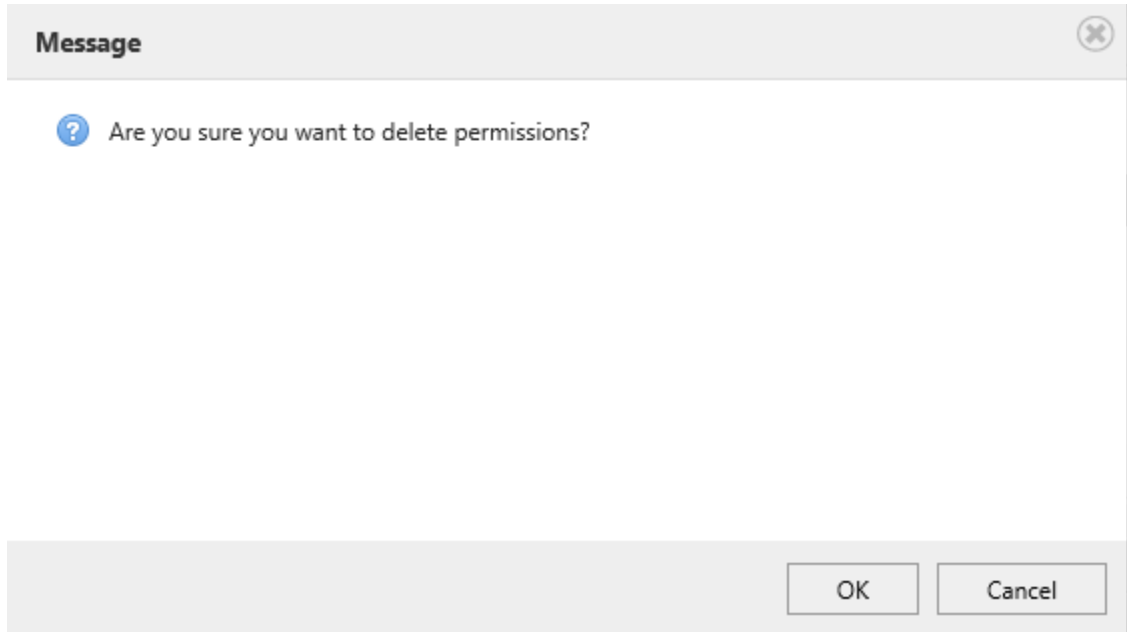
<input type="checkbox"/>	Name	Items	Description
<input type="checkbox"/>	Announcements	1	
<input checked="" type="checkbox"/>	Calendar	0	
<input type="checkbox"/>	Customized Reports	0	

- c. In the **Permission Settings** section, select one user or group and click **Delete**.

Calendar > Permission Settings

Name	Type	Permissions	Actions
Viewers	SharePoint Group	View Only	Edit Delete
LPDemo Owners	SharePoint Group	Full Control	Edit Delete
LPDemo Visitors	SharePoint Group	Read	Edit Delete
LPDemo Members	SharePoint Group	Contribute	Edit Delete
SPB2010T0\daniel	User	Contribute	Edit Delete
SPB2010T0\dev group	Domain Group	Contribute	Edit Delete
SPB2010T0\david	User	Read	Edit Delete
SPB2010T0\lily	User	Read	Edit Delete

- d. Click the **OK** button.

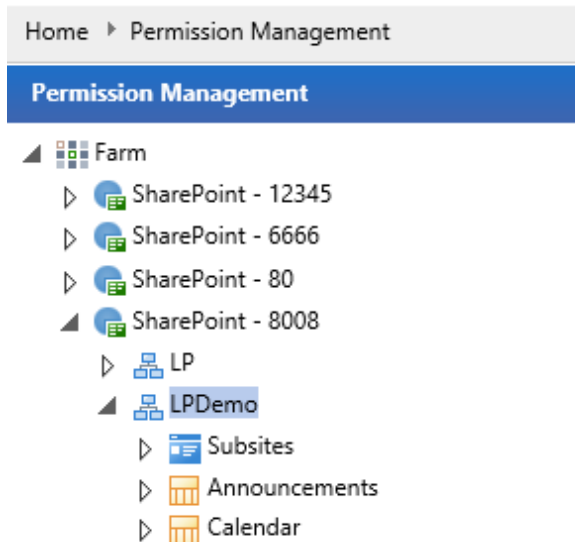


- e. If the scope inherits permissions from the parent, you will be warned if the permissions are broken before the operation can run, click **OK** to run the operation immediately.

6.5 Remove User Permissions

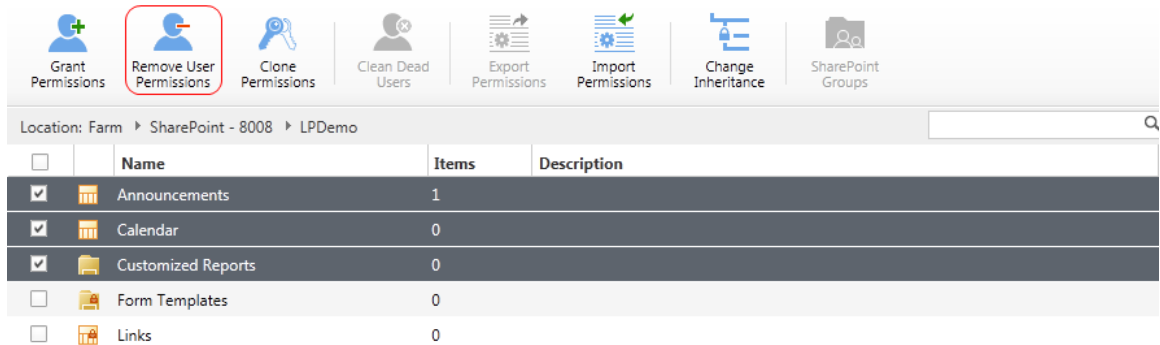
The **Remove User Permissions** enables you to remove user(s) or group(s) permissions or delete them from SharePoint groups.

- a. Navigate to **Permission Management**.

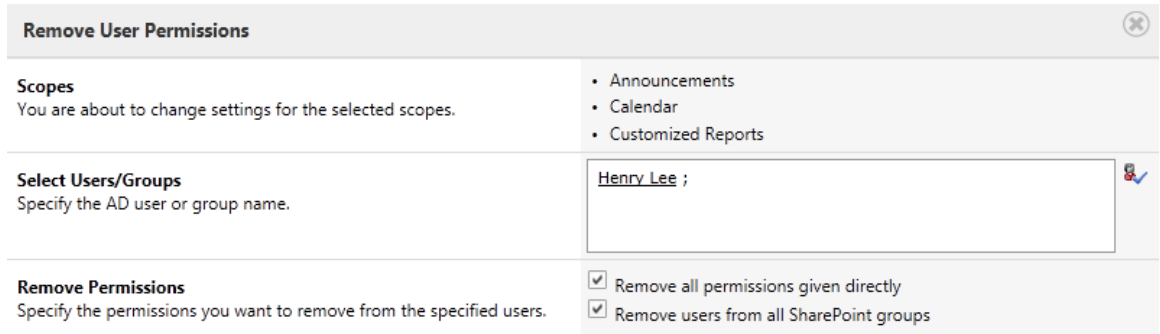


- b. Select one scope (site, list or folder) from the farm tree, and select sites or lists which you want to remove permissions.

- c. Click **Remove User Permissions** on the toolbar and a dialog box will appear.



- d. Enter the user(s) or group(s) name in the **Select Users/Groups** box.



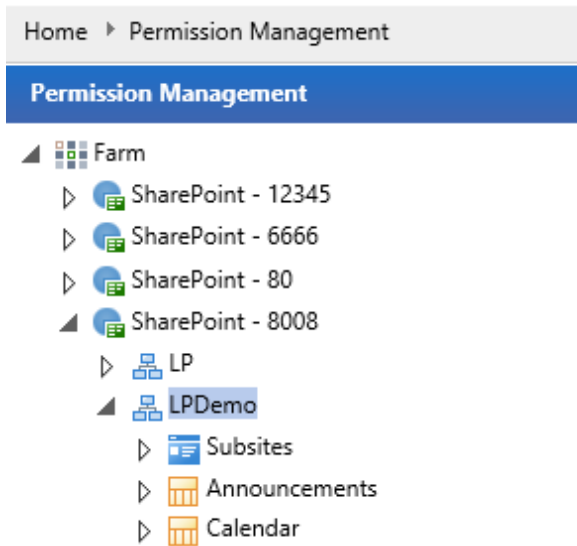
- e. Remove user or group permissions.
- **Remove all permission given directly:** Remove permissions from specified users or groups.
 - **Remove users from all SharePoint groups:** Remove users or groups from all SharePoint groups.
- f. Click the **Remove** button.

6.6 Clone Permissions

The **Permission Manager** allows you to clone user permissions for web application level, site collection level, site level, list level and folder level.

You can copy one user's permissions and group memberships to more target users.

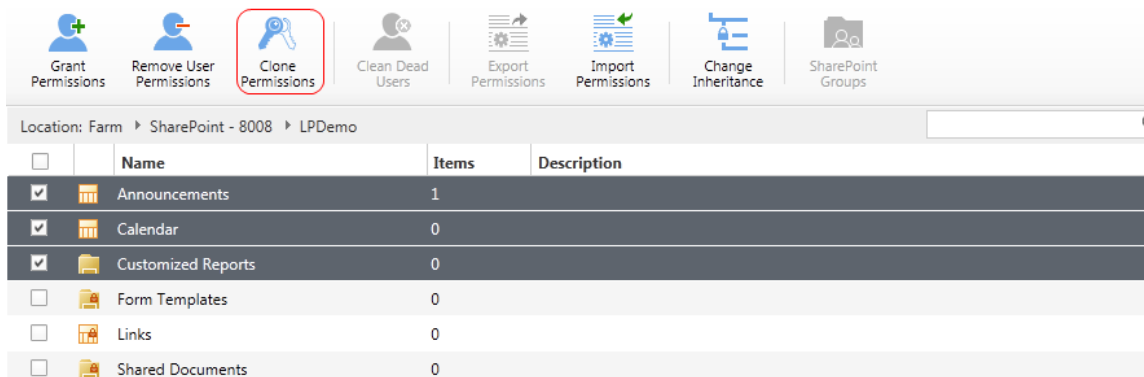
- a. Navigate to **Permission Management**.



- b. Select one scope from the farm tree, and select sites or lists which you want to clone permissions.

Note: This operation is not supported for inherited scopes.

- c. Click **Clone Permissions** on the toolbar and a dialog window will appear.



- d. In the **Clone permission from** box, enter the domain user(s) or group(s) name.

Clone Permissions ✕	
Scopes You are about to change settings for the selected scopes.	<ul style="list-style-type: none"> • Announcements • Calendar • Customized Reports
Clone Permissions from Specify the AD user or group as the source.	<input type="text" value="Lily Ma ;"/>
Clone Permissions to Specify the AD users or groups as the destination.	<input type="text" value="Anna ; Jerry ;"/>
Options Specify the permissions you want to copy to the destination.	<input checked="" type="checkbox"/> Clone source user or group permissions given directly <input checked="" type="checkbox"/> Add destination users/groups to source user's SharePoint groups <input checked="" type="checkbox"/> Include unique subsites, lists, libraries and folders

Note: You only need to input one user or group name.

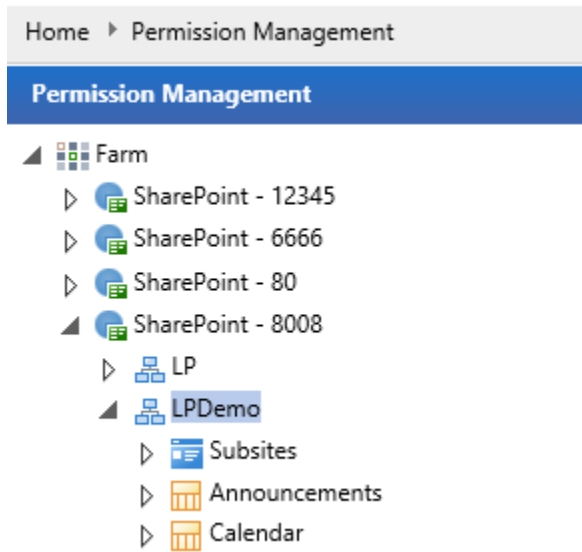
- e. In the **Clone permission to** box, enter one or more domain user(s) or group(s) names.
- f. Select the permission operations by checking the check-boxes in the **Options** section.
 - **Clone source user or group permissions given directly:** Will only copy the given permissions to the target users or groups.
 - **Add destination users/groups to source user's SharePoint groups:** Will add the target users to SharePoint groups which the original user belongs to.
 - **Include unique sub sites, lists and folders:** Specify if you want to assign permissions to these contents.
- g. Click **Clone** to run the operation immediately.

6.7 Clean Dead Users

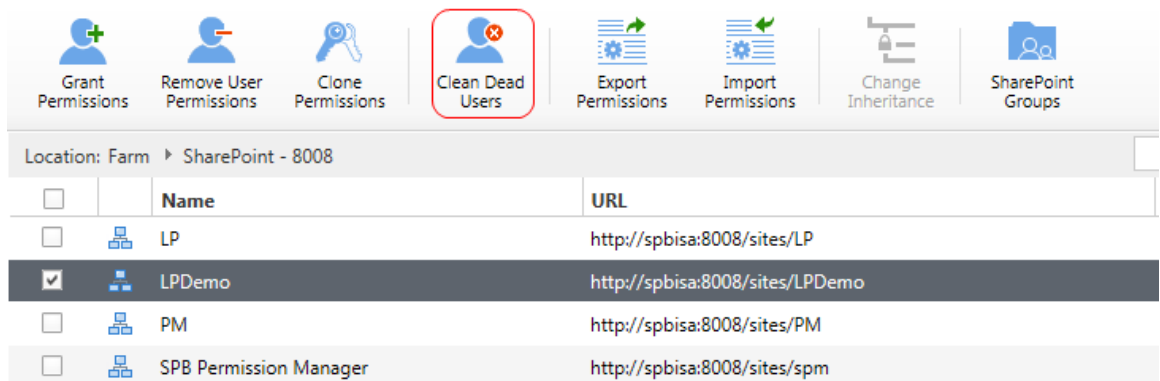
This operation allows administrators to remove disabled and non-existent domain users from a site collection.

Note: This operation is only available when you select a site collection.

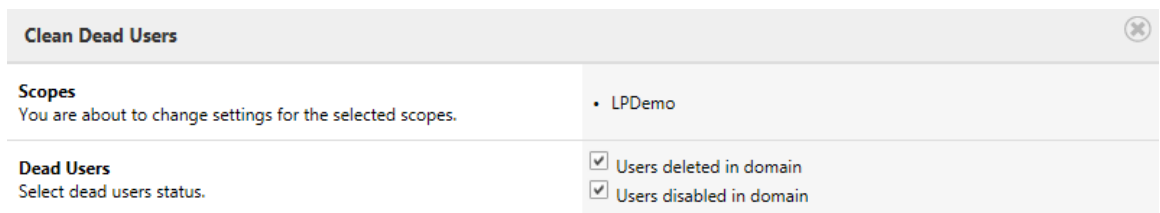
- a. Navigate to **Permission Management**.



- b. Select one web application from the farm tree, and select one site collection.
- c. Click **Clean Dead Users** on the toolbar and a dialog window will appear.



- d. Select the status of dead users.



- **Users deleted in domain:** Users exist on SharePoint but have been deleted in domain.
 - **Users disabled in domain:** Users exist on SharePoint but have been disabled in domain.
- e. Click the **Next** button.
 - f. All the disabled users or non-existent users will be listed in the dialog.

Clean Dead Users ✕		
Login Name	Display Name	Status in Domain
SPB2010T0\leaf1	leaf1	Disabled
SPB2010T0\mark	Mark	Deleted

Page 1 of 1 |< < > >|

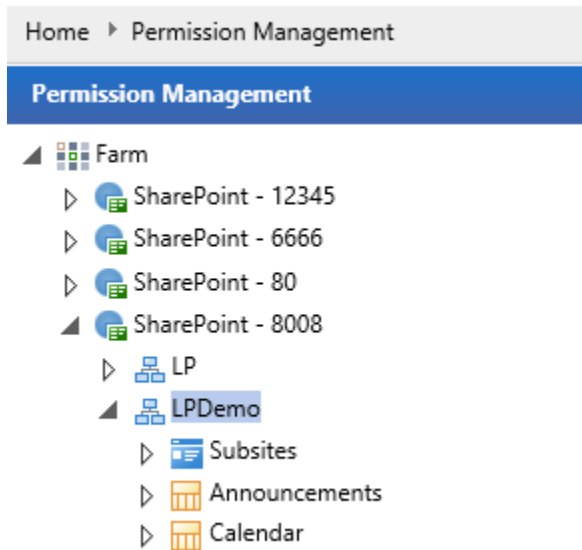
Note: Dead users will be removed from site collection after you click Clean.

- g. Click **Clean** to remove users from the site collection.

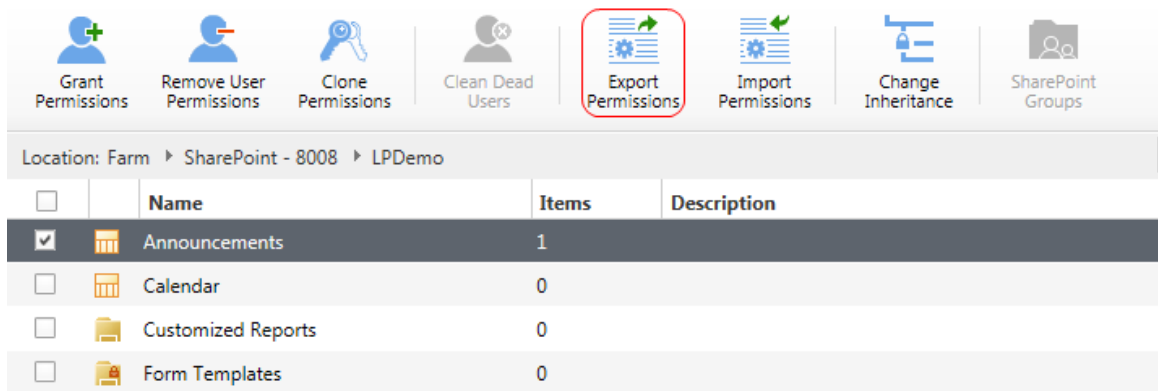
6.8 Export Permissions

Export Permissions enables you to export the object permission settings as an xml file as a backup or template.

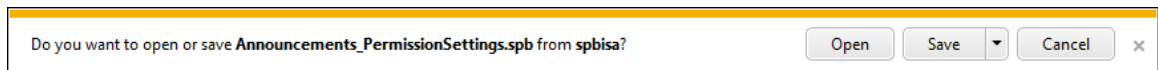
- a. Navigate to **Permission Management**.



- b. Select one scope from the farm tree, and select one site or list which you want to export permission settings.



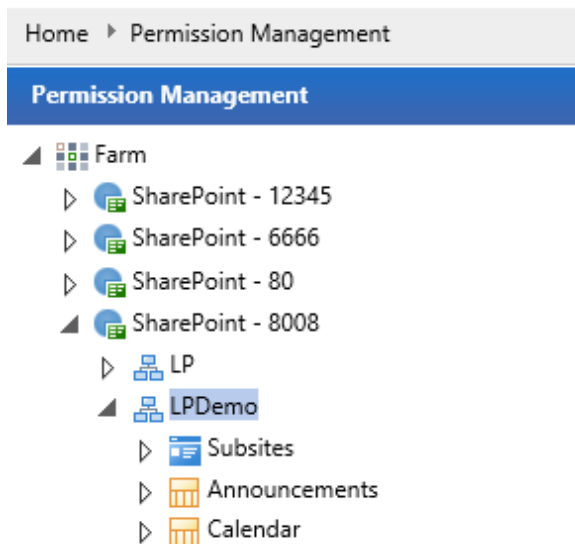
- c. Click **Export Permissions** to save an xml to your local computer.



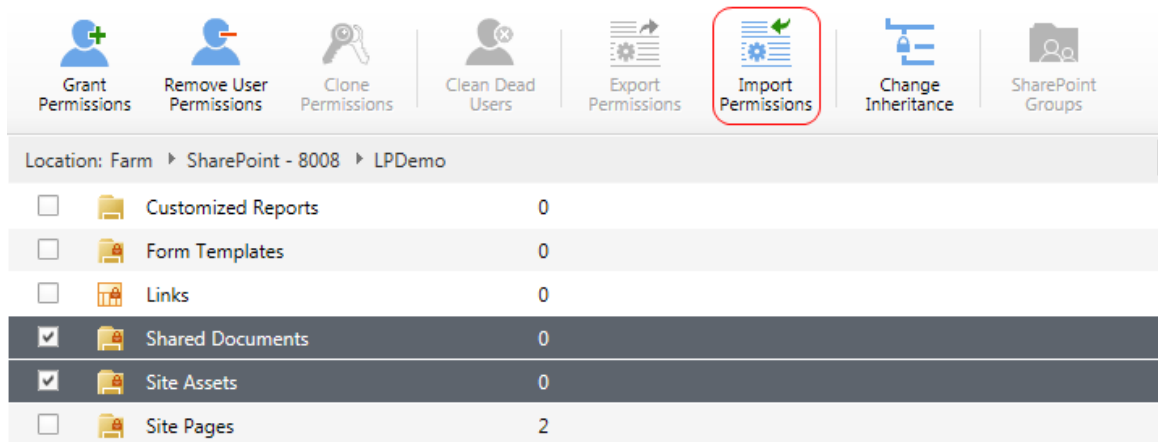
6.9 Import Permissions

This operation is used to import permission settings from an xml file.

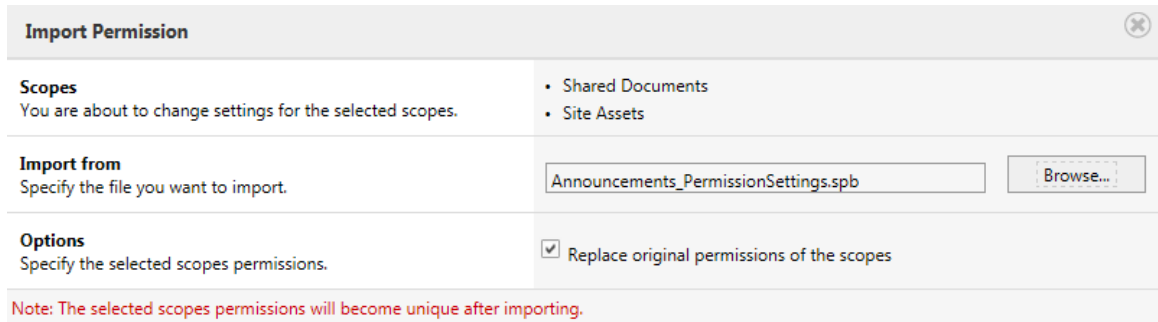
- a. Navigate to **Permission Management**.



- a. Select one scope from the farm tree, and select one or more sites or lists which you want to import permission settings from.
- b. Click **Import Permissions** on the toolbar and a dialog window will appear.



- c. Click **Browse...** to find an xml file.
- d. Select the permission operation by checking the check-box.
 - **Replace original permissions of the scopes:** Will replace all permission settings of the selected sites, lists or folders.



- e. Click **Next** will display permission settings containing in the xml file.

Import Permission		
Account	Type	Permissions
Viewers	SharePoint Group	Limited Access, View Only
LPDemo Owners	SharePoint Group	Full Control, Limited Access
LPDemo Visitors	SharePoint Group	Read, Limited Access
LPDemo Members	SharePoint Group	Contribute, Limited Access
SPB2010T0\daniel	User	Contribute
SPB2010T0\dev group	Domain Group	Contribute
SPB2010T0\ david	User	Read
SPB2010T0\lily	User	Read
SPB2010T0\mark	User	Read
SPB2010T0\jerry	User	Read
SPB2010T0\anna	User	Read
SHAREPOINT\system	User	Limited Access

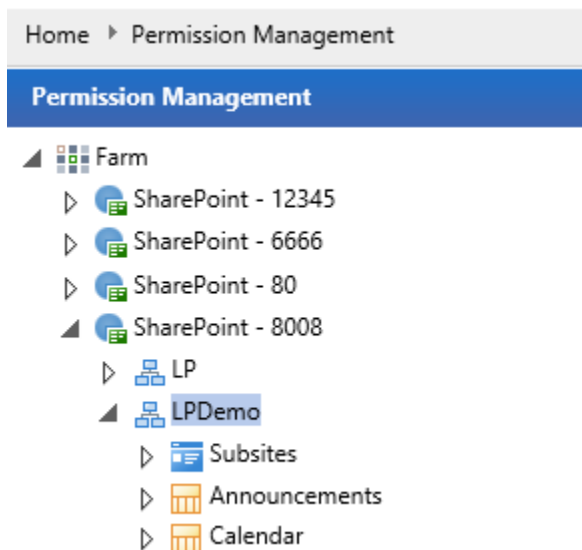
f. Click **Import** to run the operation immediately.

Note: Importing permissions from different site collection is not supported.

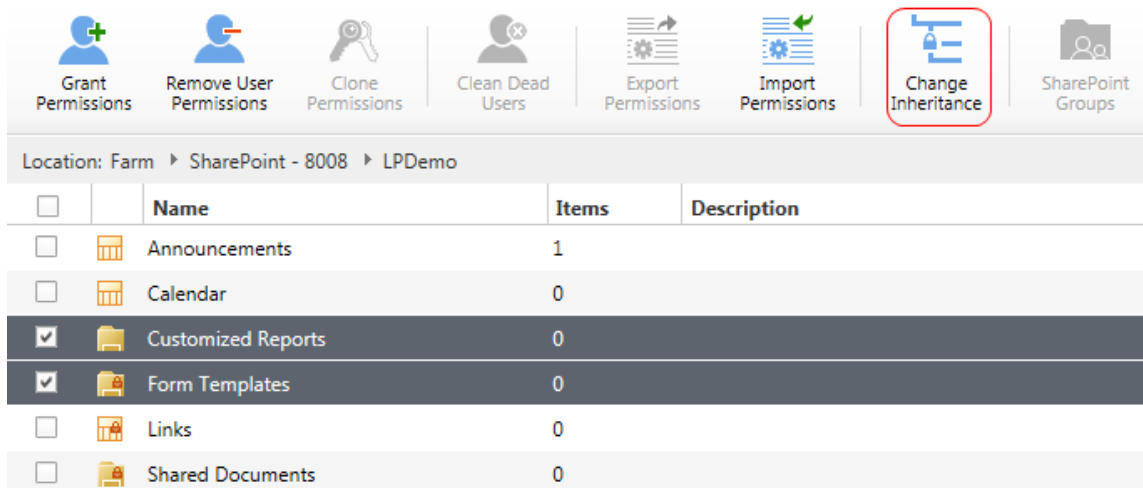
6.10 Change Inheritance

Change Inheritance allows you to break or inherit permission settings for the selected scopes (sites, lists or folders).

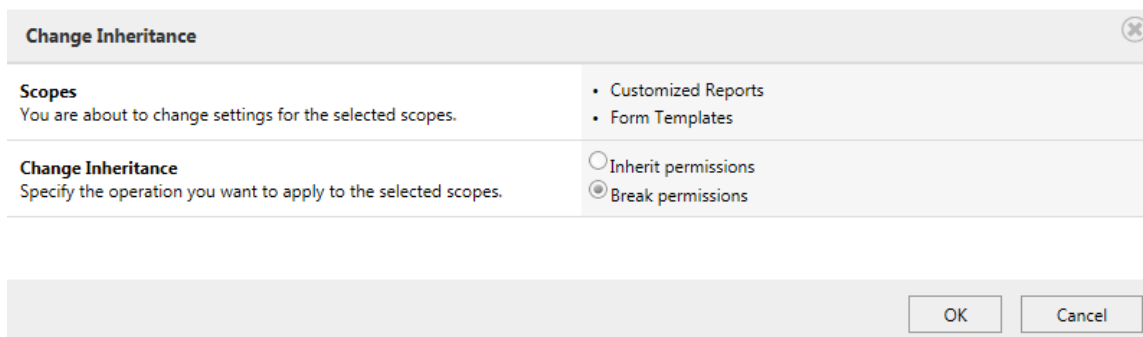
a. Navigate to **Permission Management**.



- b. Select one scope from the farm tree, and select one or more lists which you want to change permissions for.
- c. Click **Change Inheritance** on the toolbar and a dialog window will appear.



- d. Change inheritance by clicking the radio button.

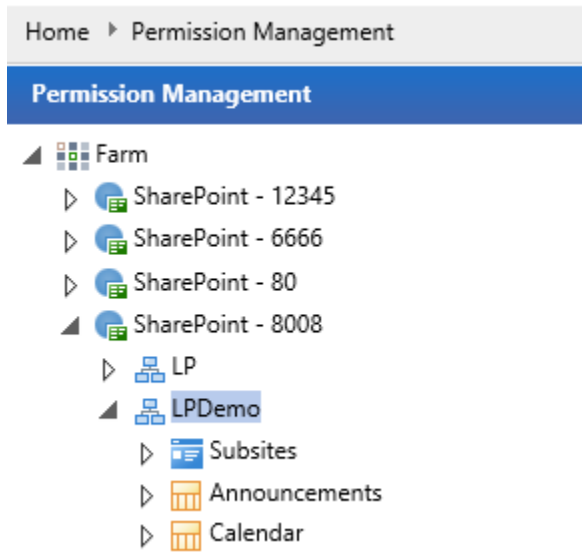


- **Break permissions:** Stop inheriting permissions from the parent object.
 - **Inherit permissions:** Inherit permissions from the parent object.
- e. Click **OK** to change permissions for the selected scopes.

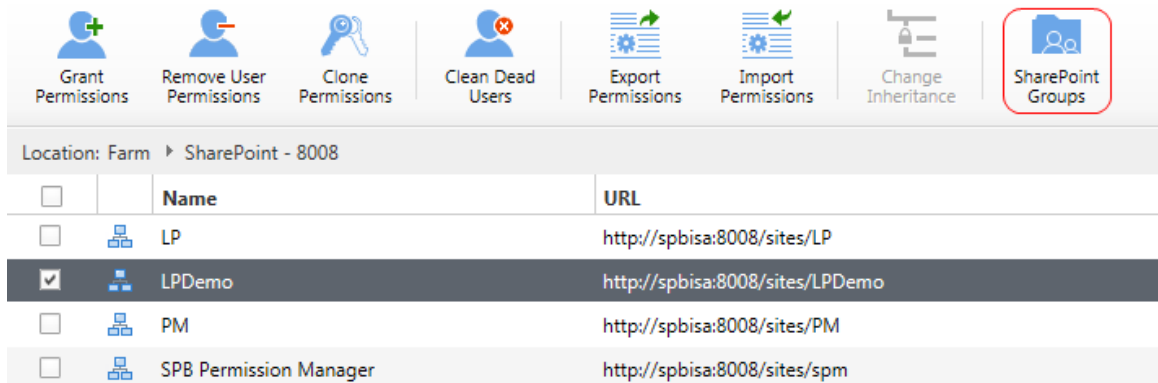
6.11 View SharePoint Groups

This operation enables you to check SharePoint groups and members. You can also export details as an excel file.

- a. Navigate to **Permission Management**.



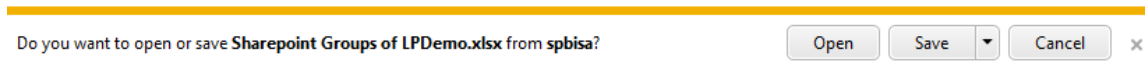
- Select one site which you want to view SharePoint groups.
- Click **SharePoint Groups** on the toolbar and a dialog window will appear.



- SharePoint groups and members will be shown in the dialog window.

SharePoint Groups ✕		
Group Name	Group Owner	Group Members
LPDemo Members	LPDemo Owners	SPB2010T0\anna , SPB2010T0\daniel , SPB2010T0\dauid , SPB2010T0\emma , SPB2010T0\hans , SPB2010T0\henry , SPB2010T0\jack , SPB2010T0\jerry , SPB2010T0\kimi , SPB2010T0\lily , SPB2010T0\linda , SPB2010T0\marry , SPB2010T0\nick , SPB2010T0\rose , SPB2010T0\tom
Viewers	SHAREPOINT\system	
LPDemo Visitors	LPDemo Owners	SPB2010T0\dev group , SPB2010T0\market group , SPB2010T0\product group , SPB2010T0\sales group , SPB2010T0\support group , SPB2010T0\test group
LPDemo Owners	LPDemo Owners	SPB2010T0\anna , SPB2010T0\selina , SPB2010T0\administrator , SPB2010T0\testa5

- e. Click **Export** to export the groups and members to an excel file.

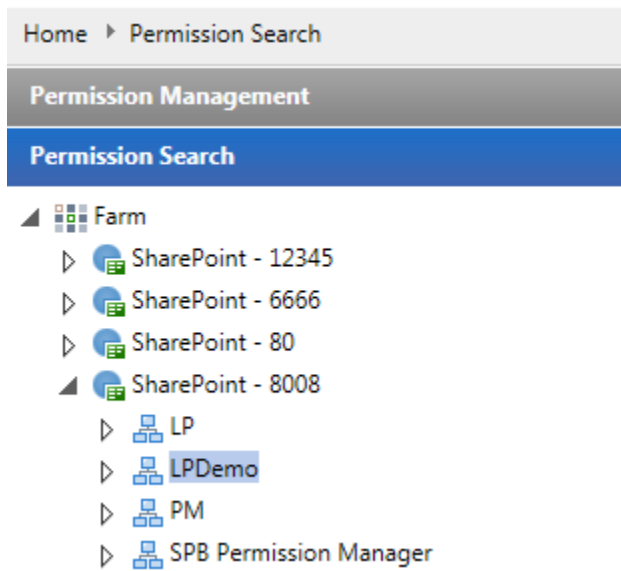


7. Search Permissions

7.1 Search Account Permission

Search Permissions enables you to search user permissions on different levels.

- a. Navigate to **Permission Search**.



- b. Select the scope from the farm tree which you want to search permissions for.
- c. Enter a user or group name in the box.

Location: Farm > SharePoint - 8008 > LPDemo

Account Name

Only show unique permissions Include account's permission on item level

- d. To select more rules, check the boxes under the text box.

Only show unique permissions: Will only search the account's permission on objects which permissions are broken.

Include account's permission on item level: Specify if the item will be shown in the search results.

e. Clicking **Search** and the search results will be show.

Permissions given to "SPB2010T0\hans" on scope "LPDemo".

Name	Permissions(Given via)	Inherited	Level	Path
LPDemo	Limited Access (given directly) Limited Access, Contribute (LPDemo Members group)	No	Site	http://spbisa:8008/sites/LPDemo
Customized Reports	Contribute (LPDemo Members group)	No	List	http://spbisa:8008/sites/LPDemo/AnalyticsReports
Form Templates	Limited Access, Contribute (LPDemo Members group)	No	List	http://spbisa:8008/sites/LPDemo/FormServerTemplates
Announcements	Contribute (given directly) Limited Access, Contribute (LPDemo Members group)	No	List	http://spbisa:8008/sites/LPDemo/Lists/Announcements
Calendar	Contribute (LPDemo Members group)	No	List	http://spbisa:8008/sites/LPDemo/Lists/Calendar
Tasks	Contribute (given directly) Limited Access, Contribute (LPDemo Members group)	No	List	http://spbisa:8008/sites/LPDemo/Lists/Tasks
Team Discussion	Contribute (given directly) Limited Access, Contribute (LPDemo Members group)	No	List	http://spbisa:8008/sites/LPDemo/Lists/Team Discussion

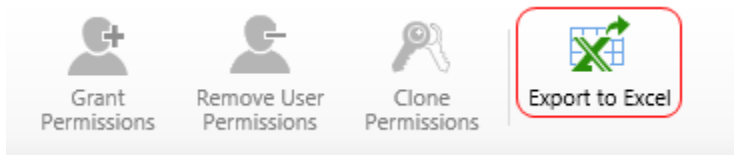
f. Search results include the following columns:

- **Name:** The object name, such as site, list, folder or item title.
- **Permissions:** All permissions the specified account has, including permissions given directly or by groups.
- **Inherited:** The permissions the object has, either inherited or unique.
- **Level:** The objects level, site, list or folder.
- **Path:** The site, list, folder or item location.

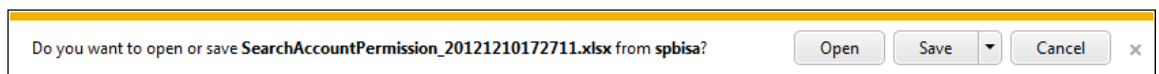
7.2 Export to Excel

Export to Excel enables you to export search results to an excel file.

- Search a user or group permissions for one scope (site, list or folder) and wait for the results to display.
- Click **Export to Excel**.



c. An xml file will be saved to your local computer.



7.3 Manage permissions based on search results

After searching an account's permissions, you can manage permissions including **Grant permissions**, **Remove user Permissions** and **Clone permissions**.

Grant Permissions

- a. In the search results, select the site or list which you want to grant permissions.

The screenshot shows the Permission Manager interface. At the top, there is a toolbar with four icons: 'Grant Permissions' (highlighted with a red box), 'Remove User Permissions', 'Clone Permissions', and 'Export to Excel'. Below the toolbar, the location is 'Farm > SharePoint - 8008 > LPDemo'. The account name is 'Hans Max ;'. There are two checkboxes: 'Only show unique permissions' (checked) and 'Include account's permission on item level' (checked). A 'Search' button is present. Below the search bar, the results are titled 'Permissions given to "SPB2010T0\hans" on scope "LPDemo"'. A table lists the permissions:

Name	Permissions(Given via)	Inherited	Level	Path
LPDemo	Limited Access (given directly) Limited Access, Contribute (LPDemo Members group)	No	Site	http://spbisa:8008/sites/LPDemo
Customized Reports	Contribute (LPDemo Members group)	No	List	http://spbisa:8008/sites/LPDemo/AnalyticsReports
Form Templates	Limited Access, Contribute (LPDemo Members group)	No	List	http://spbisa:8008/sites/LPDemo/FormServerTemplates
Announcements	Contribute (given directly) Limited Access, Contribute (LPDemo Members group)	No	List	http://spbisa:8008/sites/LPDemo/Lists/Announcements
Calendar	Contribute (LPDemo Members group)	No	List	http://spbisa:8008/sites/LPDemo/Lists/Calendar

- b. Click **Grant Permissions** on the toolbar and a dialog window will appear.

The screenshot shows the 'Grant Permissions' dialog window. It has a title bar with a close button. The dialog is divided into three sections:

- Scopes:** You are about to change settings for the selected scopes. The selected scope is 'LPDemo'.
- Select Users/Groups:** Specify the AD user or group name. The text input field contains 'Henry Lee ;'.
- Grant Permissions:** Select the permissions you want these users to have. You can add users to SharePoint groups that have already been granted the appropriate permission levels, or you can grant the users specific permission levels.
 - Add users to the following SharePoint groups
 - LPDemo Members
 - LPDemo Owners
 - LPDemo Visitors
 - Viewers
 - Give users the following permissions directly

At the bottom right of the dialog, there are two buttons: 'Grant' and 'Cancel'.

- c. Assign permissions to the user(s) or group(s).
 - **Add users to the following SharePoint groups:** Will add the domain user(s) or group(s) to SharePoint groups.
 - **Give users the following permissions directly:** Assign permissions to the specified user(s) or group(s).
- d. Click the **Grant** button.

Remove User Permissions

- a. In the search results, select the site or list which you want to remove user permissions.

Permissions given to "SPB2010T0\hans" on scope "LPDemo".

Name	Permissions(Given via)	Inherited	Level	Path
LPDemo	Limited Access (given directly) Limited Access, Contribute (LPDemo Members group)	No	Site	http://spbisa:8008/sites/LPDemo
Customized Reports	Contribute (LPDemo Members group)	No	List	http://spbisa:8008/sites/LPDemo/AnalyticsReports
Form Templates	Limited Access, Contribute (LPDemo Members group)	No	List	http://spbisa:8008/sites/LPDemo/FormServerTemplates
Announcements	Contribute (given directly) Limited Access, Contribute (LPDemo Members group)	No	List	http://spbisa:8008/sites/LPDemo/Lists/Announcements
Calendar	Contribute (LPDemo Members group)	No	List	http://spbisa:8008/sites/LPDemo/Lists/Calendar

- b. Click **Remove User Permissions** on the toolbar and a dialog window will appear.

- c. Assign permissions to the user(s) or group(s).
 - **Remove all permission given directly:** Remove permissions from the specified user(s) or group(s).

- **Remove users from all SharePoint groups:** Remove the user(s) or group(s) from all SharePoint groups.

d. Click the **Remove** button.

Clone Permissions

- a. In the search results, select the site or list which you want to clone user permissions. This function is available for objects whose permission has been broken.

Name	Permissions(Given via)	Inherited	Level	Path
LPDemo	Limited Access (given directly) Limited Access, Contribute (LPDemo Members group)	No	Site	http://spbisa:8008/sites/LPDemo
Customized Reports	Contribute (LPDemo Members group)	No	List	http://spbisa:8008/sites/LPDemo/AnalyticsReports
Form Templates	Limited Access, Contribute (LPDemo Members group)	No	List	http://spbisa:8008/sites/LPDemo/FormServerTemplates
Announcements	Contribute (given directly) Limited Access, Contribute (LPDemo Members group)	No	List	http://spbisa:8008/sites/LPDemo/Lists/Announcements
Calendar	Contribute (LPDemo Members group)	No	List	http://spbisa:8008/sites/LPDemo/Lists/Calendar

- b. Click **Clone Permissions** on the toolbar and a dialog window will appear.

- c. Assign permissions to the user(s) or group(s).
 - **Clone source user or group permissions given directly:** Will only copy the given permissions to the target user(s) or group(s).
 - **Add destination users/groups to source user's SharePoint groups:** Will add the target user(s) to the SharePoint groups which the original user(s) belongs to.
 - **Include unique sub sites, lists and folders:** Specify if you want to assign permissions to these contents.
- d. Click the **Clone** button.

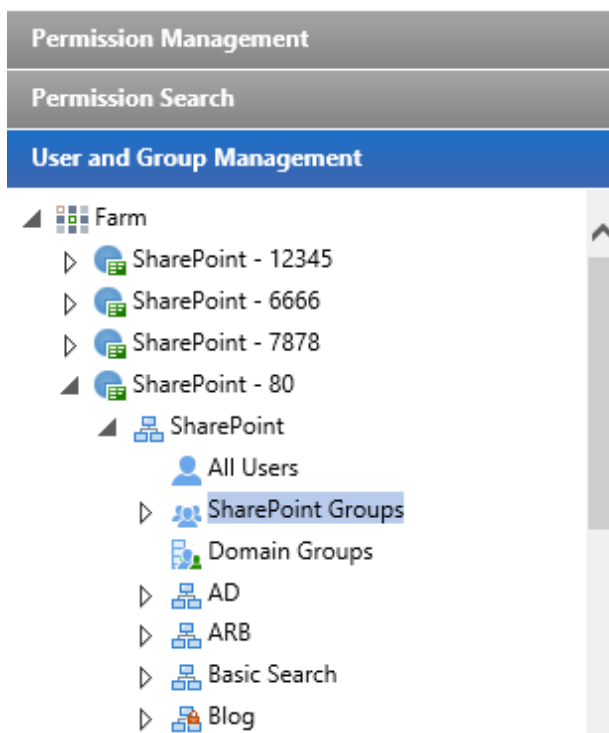
8. Manage Users and Groups

Permission Manager provides the user and group management, including create, edit and delete SharePoint groups.

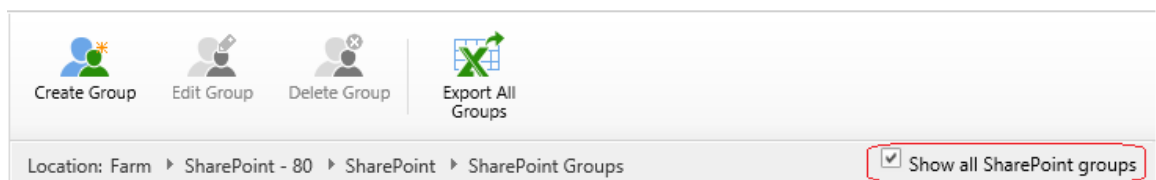
8.1 View all SharePoint groups

Permission Manager provides the features to manage SharePoint groups, here will illustrate how to view all SharePoint groups.


- a. Navigate to User and Group Management.
- b. On the farm tree, click the root site of one site collection, and click **SharePoint Groups** node.



- c. Select the checkbox before Show all SharePoint groups.



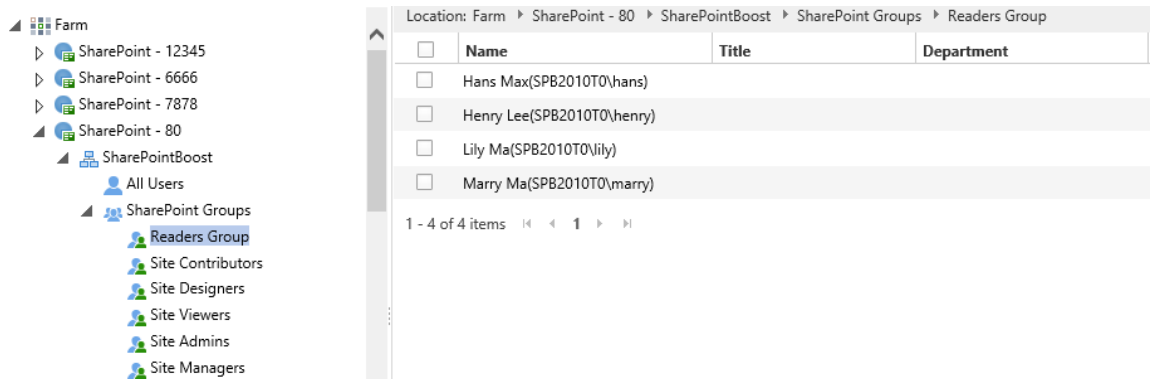
d. And all SharePoint groups will be shown in the table as followings.

<input type="checkbox"/>	Name	Owner	Description	Members	
<input type="checkbox"/>	Approvers	SharePointBoost Owners	Members of this group can edit and approve pages, list items, and documents.	4	
<input type="checkbox"/>	Designers	SharePointBoost Owners	Members of this group can edit lists, document libraries, and pages in the site. Designers can create Master Pages and Page Layouts in the Master Page Gallery and can change the behavior and appearance of each site in the site collection by using master pages and CSS files.	4	
<input type="checkbox"/>	Hierarchy Managers	SharePointBoost Owners	Members of this group can create sites, lists, list items, and documents.	2	
<input type="checkbox"/>	Quick Deploy Users	SharePointBoost Owners	Members of this group can schedule Quick Deploy jobs.	2	
<input type="checkbox"/>	Readers	SPBISA\Administrator		2	
<input type="checkbox"/>	Readers Group	SPBISA\local1		4	
<input type="checkbox"/>	Restricted Readers	SharePointBoost Owners	Members of this group can view pages and documents, but cannot view historical versions or review user rights information.	4	
<input type="checkbox"/>	SharePointBoost Members	SharePointBoost Owners	Use this group to grant people contribute permissions to the SharePoint site: SharePointBoost	3	
<input type="checkbox"/>	SharePointBoost Owners	SharePointBoost Owners	Use this group to grant people full control permissions to the SharePoint site: SharePointBoost	6	
<input type="checkbox"/>	SharePointBoost Visitors	SharePointBoost Owners	Use this group to grant people read permissions to the SharePoint site: SharePointBoost	5	
<input type="checkbox"/>	sharepoint_jiangbo	System Account		3	
<input type="checkbox"/>	Site Admins	SPBISA\local1	This group is used for testing.	3	
<input type="checkbox"/>	Site Contributors	SPBISA\Administrator	This is a SP group for testing.	4	
<input type="checkbox"/>	Site Designers	SPBISA\Administrator		0	
<input type="checkbox"/>	Site Managers	user1		1	
<input type="checkbox"/>	Site Viewers	SPBISA\Administrator		2	

e. The number of Members column is a link to the SharePoint group, click the number.

<input type="checkbox"/>	Name	Owner	Description	Members
<input type="checkbox"/>	Readers Group	SPBISA\local1		4
<input type="checkbox"/>	Site Contributors	SPBISA\Administrator	This is a SP group for testing.	
<input type="checkbox"/>	Site Designers	SPBISA\Administrator		0
<input type="checkbox"/>	Site Viewers	SPBISA\Administrator		2
<input type="checkbox"/>	Site Admins	SPBISA\local1	This group is used for testing.	3
<input type="checkbox"/>	Site Managers	user1		1

f. Then you will enter the SharePoint group page as following.



Location: Farm > SharePoint - 80 > SharePointBoost > SharePoint Groups > Readers Group

<input type="checkbox"/>	Name	Title	Department
<input type="checkbox"/>	Hans Max(SP2010T0\hans)		
<input type="checkbox"/>	Henry Lee(SP2010T0\henry)		
<input type="checkbox"/>	Lily Ma(SP2010T0\lily)		
<input type="checkbox"/>	Marry Ma(SP2010T0\marry)		

1 - 4 of 4 items

8.2 Create SharePoint group

Permission Manager (2.0) allows administrator to create new SharePoint group in site.

- a. Navigate to **User and Group Management**.
- b. Select one site, and click **SharePoint Groups**.
- c. Click the **Create Group** button on the toolbar and a dialog window will appear.

The screenshot shows the 'Create Group' dialog box. It has a title bar 'Create Group' with a close button. The dialog is divided into four sections:

- Name and Description:** 'Type a name and description for the group.' It contains two text input fields: 'Name:' and 'Description:'.
- Owner:** 'Only one user or group can be specified as group owner.' It contains a text input field labeled 'Group owner:'.
- Members:** 'Add users or groups in this group.' It contains an empty list box.
- Give Group Permission:** 'Specify the permission level that you want members of this SharePoint group to have on this site.' It contains a list of permission levels with checkboxes: Full Control, Design, Contribute, Read, and View Only.

At the bottom right of the dialog are two buttons: 'Create' and 'Cancel'.

In **Name and Description** section, type the group name and description.

In **Owner** section, type a user or SharePoint group name.

In **Members** section, type the user or domain group names which you want to add to this group.

In **Give Group Permission** section, specify the permissions that you want the members have.

- d. Then click **Create** to begin the operation.

8.3 Edit SharePoint group

This function enables administrator to modify the SharePoint group properties, include name, description, group owner and permissions.

- a. Navigate to **User and Group Management**.

- b. Select one site, and click **SharePoint Groups**.
- c. Select one SharePoint group, and click the **Edit Group** button on the toolbar and a dialog window will appear.

Edit Group

Name and Description
Type a name and description for the group.

Name: Viewers
Description:

Owner
Only one user or group can be specified as group owner.

Group owner: SPBISA\administrator ;

Give Group Permission
Specify the permission level that you want members of this SharePoint group to have on this site.

Choose the permission level group members get on this site:

- Full Control
- Design
- Contribute
- Read
- View Only

OK Cancel

In **Name and Description** section, modify the group name and description.

In **Owner** section, type a new user or SharePoint group name.

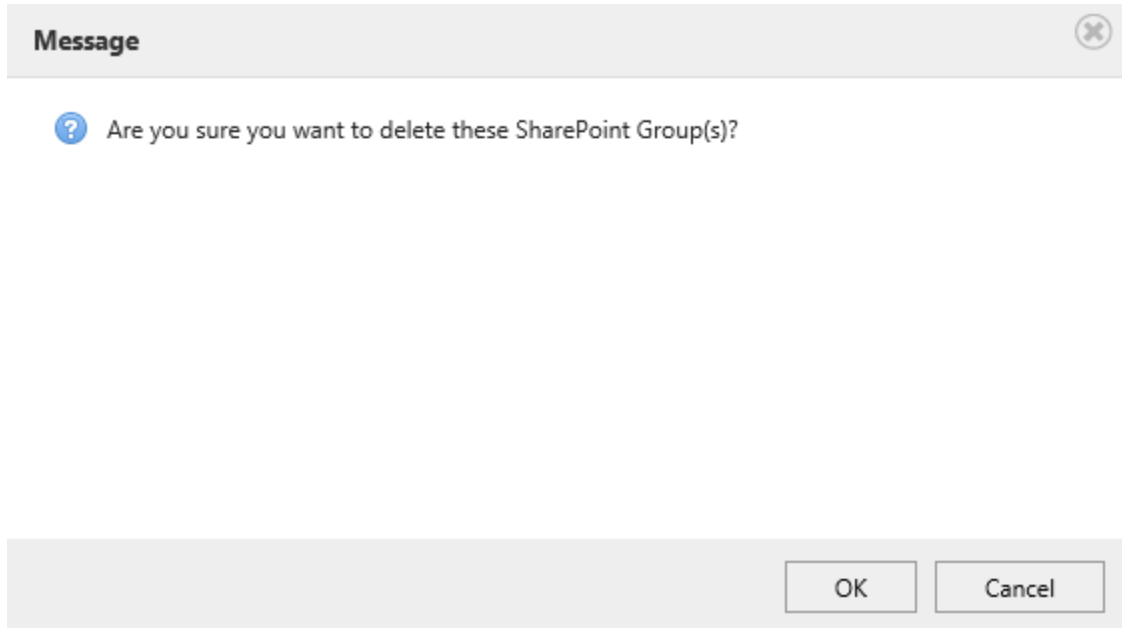
In **Give Group Permission** section, modify the permissions that you want the members have.

- d. Then click **OK** to begin the operation.

8.4 Delete SharePoint group

This feature allows administrator to delete the SharePoint group from the site or site collection.

- a. Navigate to **User and Group Management**.
- b. Select one site, and click **SharePoint Groups**.
- c. Select one or more SharePoint groups, and click the **Delete Group** button on the toolbar and a confirm window will appear.



- d. Then click **OK** to delete the SharePoint groups from the site collection.

8.5 Export SharePoint groups

This feature enables administrator to export SharePoint groups and members to an excel file.

- a. Navigate to **User and Group Management**.
- b. Select one site, and click **SharePoint Groups**.
- c. Click the **Export All Groups** button on the toolbar and a confirm window will appear.

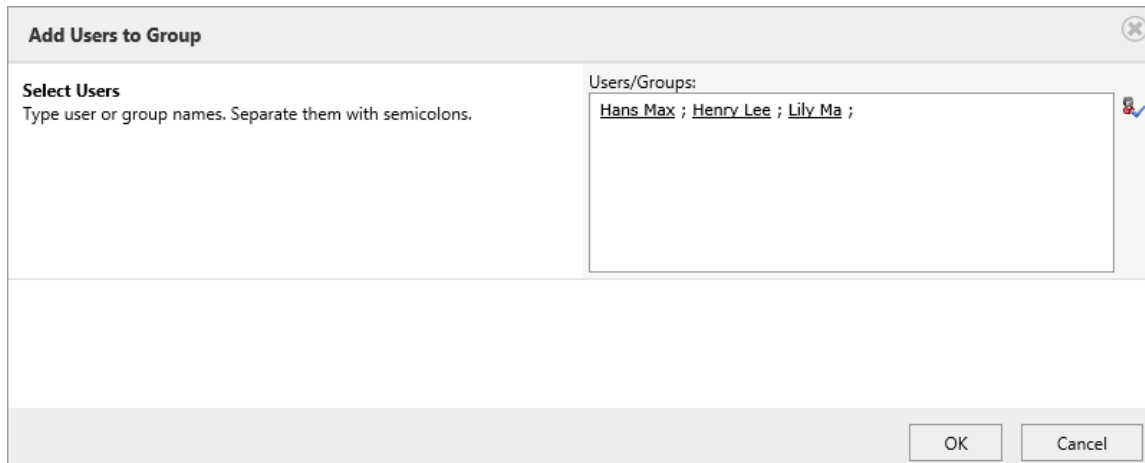


- d. Then click **Save** to export the groups and members to excel file.

8.6 Add Users in group

This feature allows administrator to add users or groups in a selected SharePoint group.

- a. Navigate to **User and Group Management**.
- b. Select one site, and click one SharePoint group.
- c. Click the **Add Users** button on the toolbar and a confirm window will appear.



In **Users/Groups** textbox, type the user or group names.

- d. Click **OK** button, then the users or groups will be added in group.

8.7 Copy/Move Users to SharePoint groups

These functions powers administrator to copy or move users from current SharePoint group to others.

- a. Navigate to **User and Group Management**.
- b. Select one site, and click one SharePoint group.
- c. Select the users or groups which you want to copy/move to other SharePoint groups.

<input checked="" type="checkbox"/>	Name	Title	Department
<input checked="" type="checkbox"/>	Hans Max(SP2010T0\hans)		
<input checked="" type="checkbox"/>	Henry Lee(SP2010T0\henry)		
<input checked="" type="checkbox"/>	Lily Ma(SP2010T0\lily)		
<input checked="" type="checkbox"/>	Marry Ma(SP2010T0\marry)		

- d. Click the **Copy Users to** or **Move Users to** button on the toolbar and a confirm window will appear.

Copy Users to ✕

<p>Selected Users You are about to copy these selected users to SharePoint groups.</p>	<p>4 User(s)</p> <ul style="list-style-type: none"> • SPB2010T0\hans • SPB2010T0\henry • SPB2010T0\lily • SPB2010T0\marry
<p>Select Groups Select the SharePoint groups which you want to copy the selected users to.</p>	<p>SharePoint Groups:</p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">SharePointBoost ▾</div> <p><input type="checkbox"/> Readers Group</p> <p><input checked="" type="checkbox"/> Site Contributors</p> <p><input type="checkbox"/> Site Designers</p> <p><input type="checkbox"/> Site Viewers</p> <p><input type="checkbox"/> Site Admins</p> <p><input type="checkbox"/> Site Managers</p>

In **Select Groups** section, select the target SharePoint groups. You can select the site first, and select the nested SharePoint groups.

- e. Click **OK** button, then the users will be added to those groups.

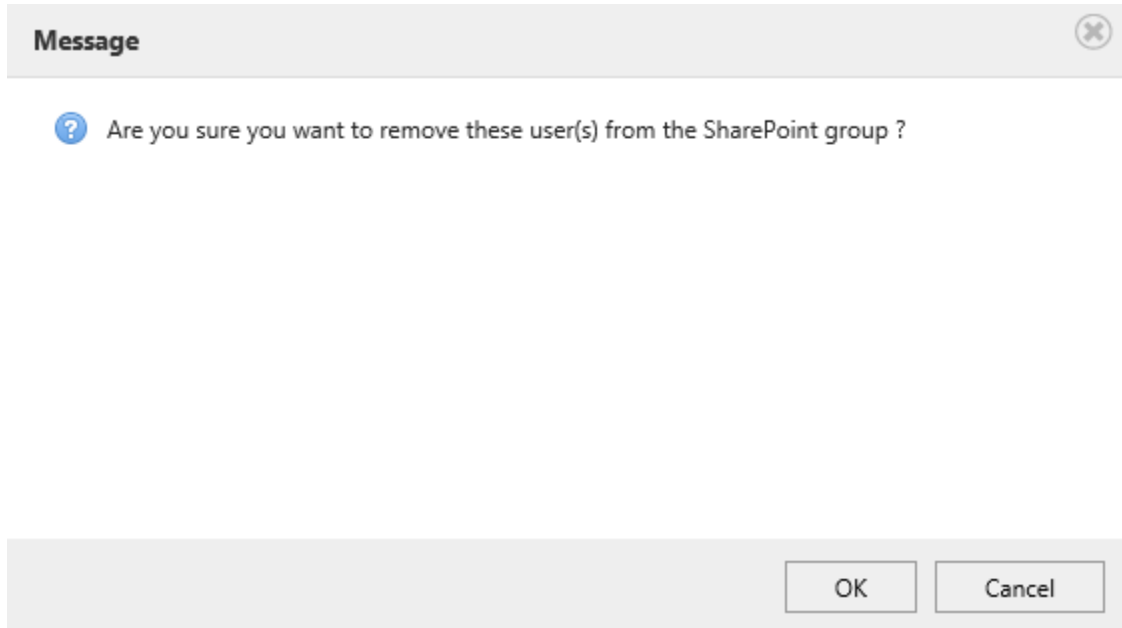
8.8 Delete group members

This feature allows administrator to delete users from the SharePoint group.

- a. Navigate to **User and Group Management**.
- b. Select one site, and click one SharePoint group.
- c. Select the users or groups which you want to remove from SharePoint groups.

<input checked="" type="checkbox"/>	Name	Title	Department
<input checked="" type="checkbox"/>	Hans Max(SP2010T0\hans)		
<input checked="" type="checkbox"/>	Henry Lee(SP2010T0\henry)		
<input checked="" type="checkbox"/>	Lily Ma(SP2010T0\lily)		
<input checked="" type="checkbox"/>	Marry Ma(SP2010T0\marry)		

- d. Click the **Remove User from Group** button on the toolbar and a confirm window will appear.



- e. Click **OK** button, then the users will be removed from the group.

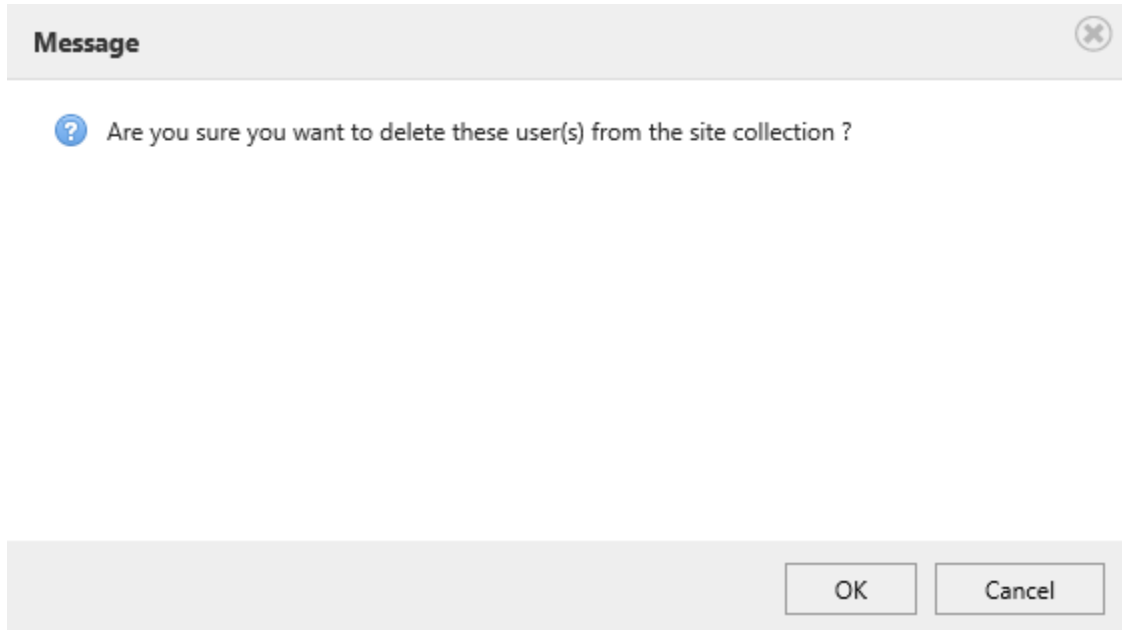
8.9 Delete users from site collection

Permission Manager allows administrator to delete users from the site collection.

- a. Navigate to **User and Group Management**.
- b. On the farm tree, select root site of one site collection, and click **All Users** node.
- c. Select the users which you want to delete from the site collection.

Location: Farm > SharePoint - 80 > SharePoint > All Users			
<input type="checkbox"/>	Name	Title	Department
<input checked="" type="checkbox"/>	Hans Max(SP2010T0\hans)		
<input checked="" type="checkbox"/>	Henry Lee(SP2010T0\henry)		
<input checked="" type="checkbox"/>	JB1(SP2010T0\jb2)		
<input checked="" type="checkbox"/>	JB5(SP2010T0\jb5)		
<input checked="" type="checkbox"/>	Lily Ma(SP2010T0\lily)		
<input type="checkbox"/>	Marry Ma(SP2010T0\marry)		
<input type="checkbox"/>	NT AUTHORITY\LOCAL SERVICE		
<input type="checkbox"/>	NT AUTHORITY\authenticated users		

- d. Click the **Delete Users** button on the toolbar, and a dialog will appear as followings.



- e. Confirm and click **OK**. Then users will be deleted from the site collection.

8.10 Export SharePoint users

The application allows administrator to export all site collection users to an excel file for further analysis and audit.

- a. Navigate to **User and Group Management**.
- b. On the farm tree, select root site of one site collection, and click **All Users** node.
- c. Click **Export All Users** button on the toolbar, and following dialog will appear.

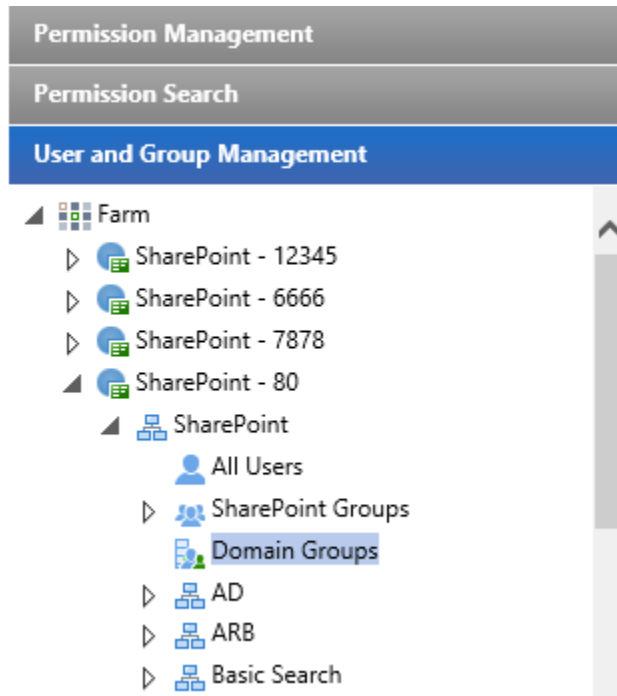


- d. Specify the location to save the file.

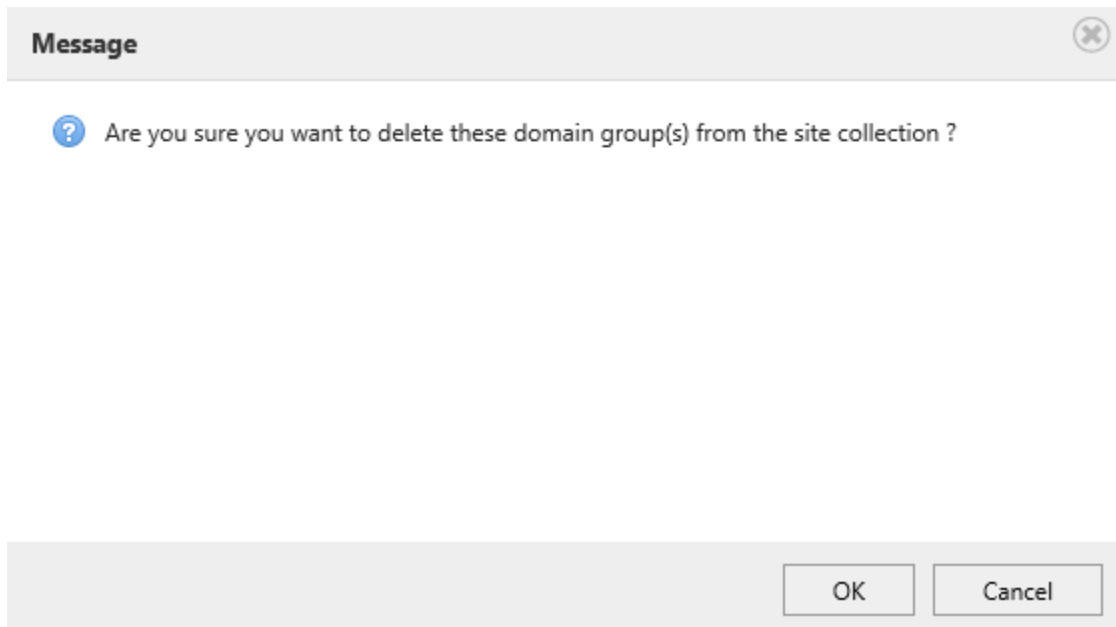
8.11 Delete domain groups

Permission Manager allows administrator to delete domain groups which have been added in SharePoint.

- a. Navigate to **User and Group Management**.
- b. On the farm tree, select root site of one site collection, and click **Domain Groups** node.



- c. Select the domain groups which you want to remove from the site collection
- d. Click Delete Group button on the toolbar, and a dialog will appear as followings.



- e. Confirm and click OK, then the groups will be deleted.

8.12 View Group members

This feature allows administrator to check the members of one domain group without entering the active directory server.

- a. Navigate to **User and Group Management**.
- b. On the farm tree, select root site of one site collection, and click **Domain Groups** node.
- c. Select the domain groups which you want view the members.
- d. Click **View Group Members** button on the toolbar, and a dialog will appear as followings.

Group Members ✕	
Display Name	Login Name
Sam	SPB2010T0\sam
Candy	SPB2010T0\candy
Betty	SPB2010T0\betty
Carol	SPB2010T0\carol
Cathy	SPB2010T0\cathy
Peter.Lee	SPB2010T0\peter
Jason.Zhou	SPB2010T0\jason
Larry	SPB2010T0\larry
Cindy	SPB2010T0\cindy

Pages 1 of 1 ⏪ ⏩

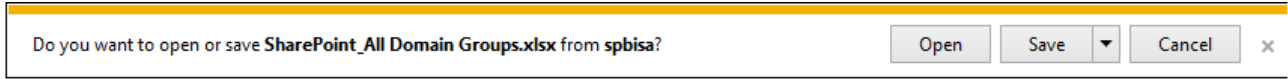
Export Close

- e. Click **Export**, you can save the members to an excel file.
- f. Or, click **Close** to exit the dialog.

8.13 Export all domain groups

This feature enables administrator to export all domain groups (added in SharePoint) and members to an excel file.

- a. Navigate to **User and Group Management**.
- b. On the farm tree, select root site of one site collection, and click **Domain Groups** node.
- c. Click **Export All Groups** button on the toolbar, and following dialog will appear.



- d. Specify the location to save the file.

9. Manage Column & View Permission

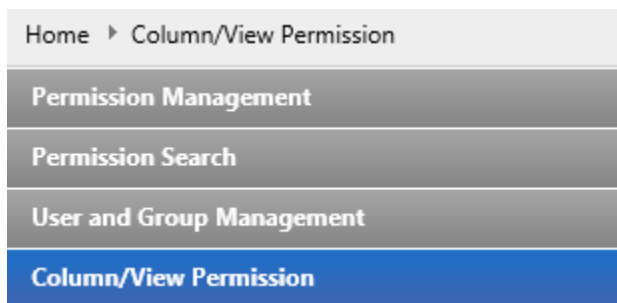
9.1 Manage Column Permission

Permission Manager allows you to manage column permissions for any site or list.

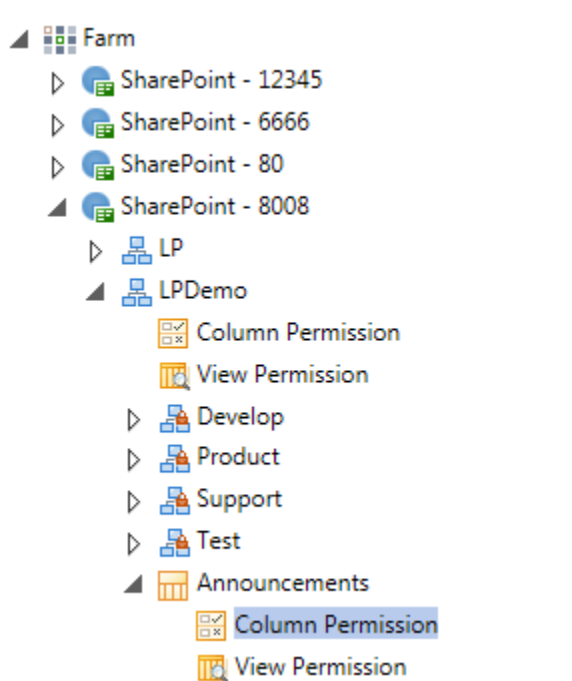
The following steps will show you how to configure column permission settings.

9.1.1 Entering column permission

- a. Navigate to **Column/View Permission**.



- b. Select one site or list from the farm scope tree and then click **Column Permission**.



- c. The **Column Permission** settings are shown as following.

Location: Farm > SharePoint - 8008 > LPDemo > Announcements > Column Permission

Column Permission Enable ▾

[+ Add Permission Part](#) [Export](#) | [Import](#) | [Advanced Settings](#)

Permission Part Name	Status	Actions
Hide columns	✔ Activated	View Edit Delete
Read-only columns	✔ Activated	View Edit Delete

9.1.2 Enable/Disable column permission

You can enable or disable the Column Permission feature for the list and library.

- a. Enter the **Column Permission** settings page for the list or site (see section 6.1.1).
- b. To enable column permission, select **Enable** from the drop-down list.

Location: Farm > SharePoint - 8008 > LPDemo > Announcements > Column Permission

Column Permission Enable ▾

[+ Add Permission Part](#) [Export](#) | [Import](#) | [Advanced Settings](#)

Permission Part Name	Status	Actions
Hide columns	✔ Activated	View Edit Delete
Read-only columns	✔ Activated	View Edit Delete

- c. To disable the product, select **Disable** from the drop-down list.

Location: Farm > SharePoint - 8008 > LPDemo > Announcements > Column Permission

Column Permission Disable ▾

[+ Add Permission Part](#) [Export](#) | [Import](#) | [Advanced Settings](#)

Permission Part Name	Status	Actions
Hide columns	✔ Activated	View Edit Delete
Read-only columns	✔ Activated	View Edit Delete

9.1.3 Activate/Deactivate permission part

The **Status** column displays whether a permission part is **Activated** or **Deactivated**.

- a. Enter the **Column Permission** settings page from a list or site.
- b. Select a permission part that you want to activate.
- c. Click **Activated** or **Deactivated**.

+ Add Permission Part			Export	Import	Advanced Settings
Permission Part Name	Status	Actions			
Hide columns	Activated	View	Edit	Delete	
Read-only columns	Deactivated	View	Edit	Delete	

9.1.4 Add a permission part

A permission part is a container which contains the selected user(s) and columns permissions. To set column permissions on the list or library, you first need to add permission parts.

- Enter the **Column Permission** settings page from one list or site.
- Click **Add Permission Part**.

Column Permission Disable

+ Add Permission Part Export Import Advanced Settings

Permission Part Name	Status	Actions
----------------------	--------	---------

- In the **Part Name** box enter a name.

Add Permission Part

* Part Name

- In the **Include Users** section, specify the user(s) or group(s).

Include Users

Select User All users Only the following users

Select Users/Groups

Select more users

- In the **Exclude Users** section, enter the user(s) or group(s).

Exclude Users

Select Users/Groups

Select more users

- In the **Permission Settings** section, select the columns and set as **hidden** or **read-only** for each item form.

Permission Settings

Configure column permissions for "new item" "edit item" and "view item" forms. For "new item" and "view item" forms, columns can be set as hidden. For the "edit item" form, columns can be set as either read-only or hidden.

Note: Column permission settings use the column name as the identifier. If you change the column name, the permissions will be noneffective.

Column Permission Settings

New Item Form	Edit Item Form	View Item Form	Condition	Actions
Hidden:	Hidden: Read-only: Expires	Hidden: Modified, Created, Created By, Modified By	There are no conditions.	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

- g. Click **OK** to add the permission part.

9.1.5 Edit permission part

- a. Enter the **Column Permission** settings page from list or site settings.
- b. Select the permission part which you want to edit by either clicking **Edit** or clicking the permission part name.
- c. Edit the details of this permission part. Then click **OK** to save the settings.

9.1.6 Delete permission part

- a. Enter the **Column Permission** settings page from one list or site.
- b. Select the permission part you want to delete by clicking **Delete**.

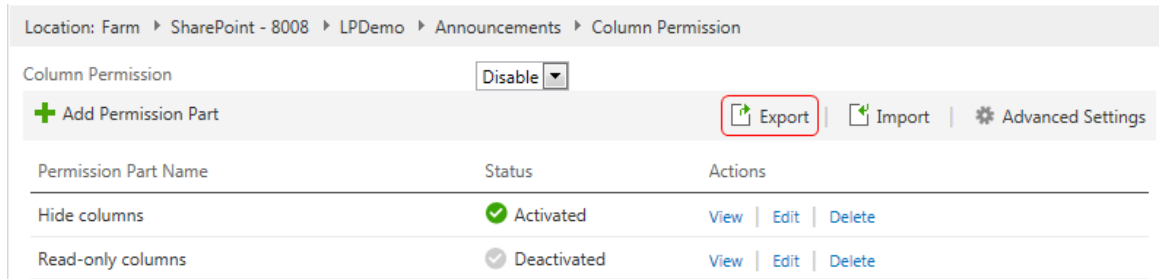
Permission Part Name	Status	Actions
Hide columns	✔ Activated	View Edit Delete
Read-only columns	✔ Deactivated	View Edit Delete

Note: Permission parts that have been deleted cannot be restored.

9.1.7 Export/Import permission settings

Export

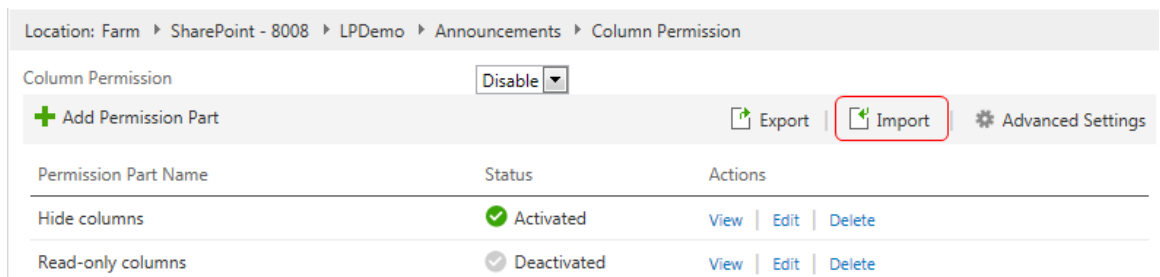
- a. Enter the **Column Permission Settings** page.
- b. Click the **Export** button.



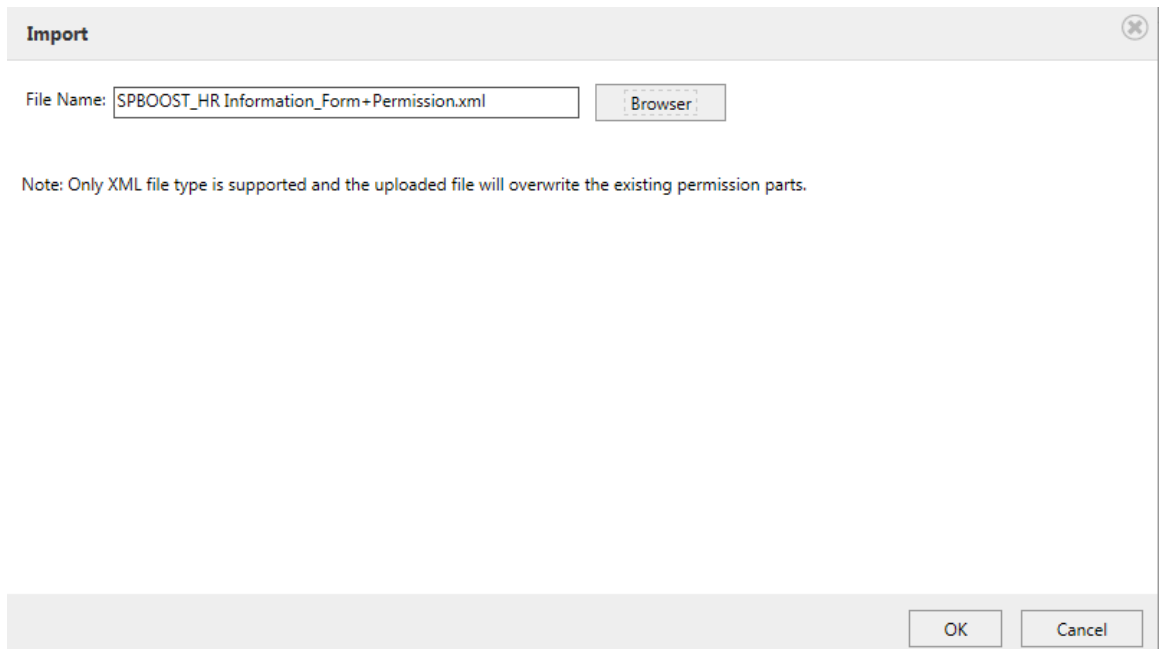
- c. A popup window will open.
- d. Select a location and save the settings.

Import

- a. Enter the **Column Permission settings** page and click **Import**.



- b. In the popup window browse for a file and upload it.



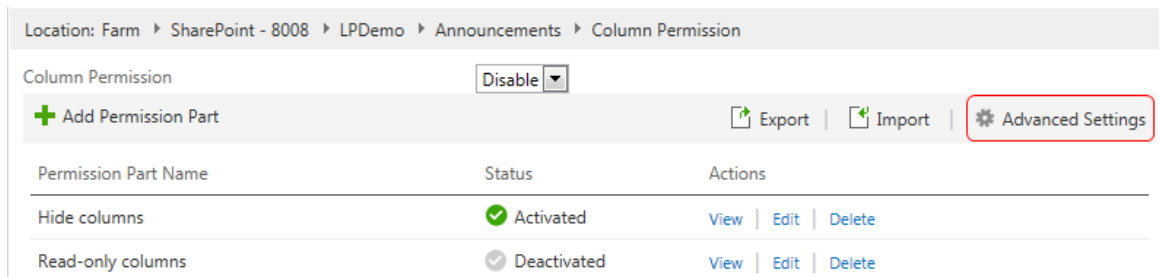
- c. Click **OK**.
- d. Or click **Cancel** to abort importing the specified permission settings.

9.1.8 Advanced Settings

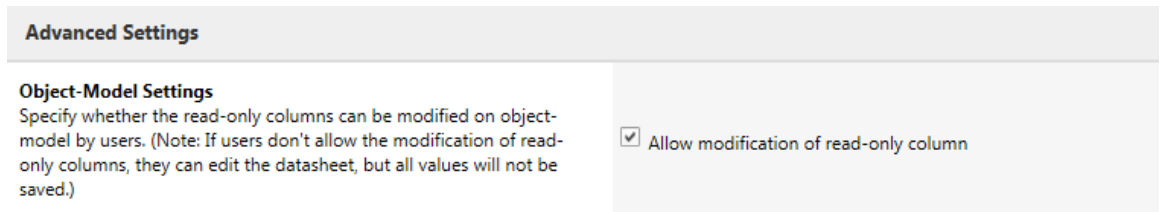
The Advanced Settings section lets you decide if read-only columns can be edited on object-model level or by applications that use object-model.

This feature will also control if the read-only columns can be modified in datasheet view.

- a. Enter Column permission settings page.
- b. Click **Advanced Settings**.



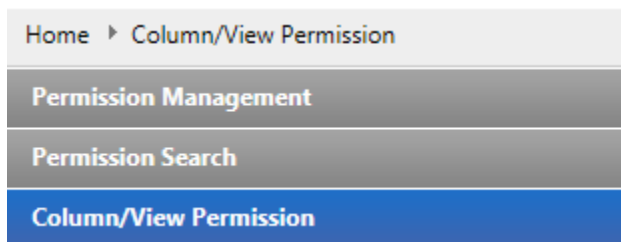
- c. To enable modification of the read-only columns, select the check box next to **Allow modification of read-only column**.



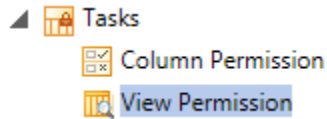
9.2 Manage View Permission

9.2.1 Entering view permission

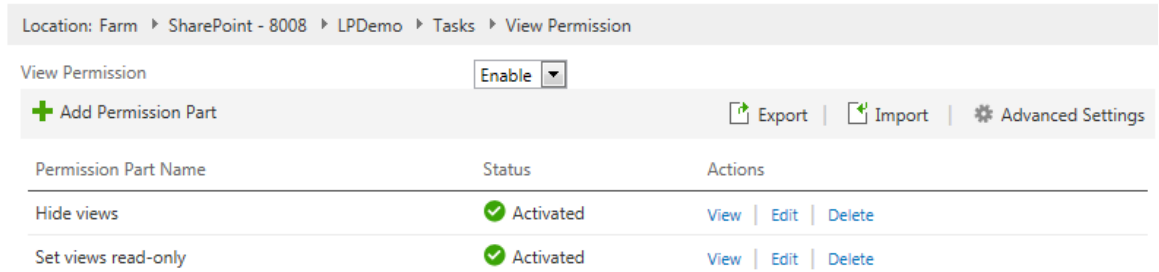
- a. Navigate to **Column/View Permission**.



- b. Select a site or list from the farm scope tree and then click **View Permission**.



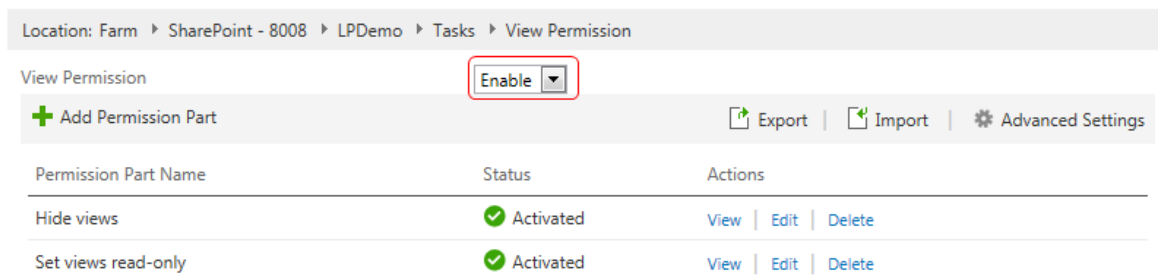
c. The view permission settings are shown as following.



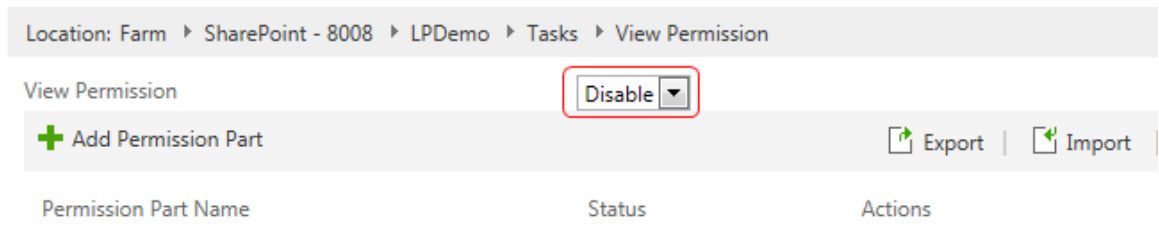
9.2.2 Enable/Disable view permission

You can enable or disable the **View Permission** feature for the list and library.

- Enter the **View Permission** settings page for the list or site.
- To enable view permission, select **Enable** from the drop-down list.



- To disable the product, select **Disable** from the drop-down list.



9.2.3 Activate/Deactivate permission part

The **Status** column displays whether a permission part is activated or deactivated.

- Enter the **View Permission** settings page from a list or site.

- b. Select a permission part that you want to activate.
- c. Click **Activated** or **Deactivated**.

+ Add Permission Part Export Import		
Permission Part Name	Status	Actions
Hide views	Deactivated	View Edit Delete
Set views read-only	Activated	View Edit Delete

9.2.4 Add a permission part

A permission part is a container which contains the selected user(s) and view permissions. To set view permissions on the list or library, you first need to add permission parts.

- a. Enter the **View Permission** settings page from one list or site.
- b. Click **Add Permission Part**.

Location: Farm > SharePoint - 8008 > LPDemo > Tasks > View Permission

View Permission Disable ▾

+ Add Permission Part Export | Import

Permission Part Name	Status	Actions
----------------------	--------	---------

- c. In the **Part Name** box enter a name.

Add Permission Part

* Part Name

- d. In the **Include Users** section, specify the users or groups.

Include Users

Select User All users Only the following users

Select Users/Groups

[Select more users](#)

- e. In the **Exclude Users** section enter the users or groups.

Exclude Users

Select Users/Groups

Select more users

- f. In the **Permission Settings** section, specify the permissions for each view.

Permission Settings

Create View Permission Disable create view (both public and personal)

View Settings

View Name	Access Type	Disable/Enable Ribbon Button (Click to disable/enable)	Disable Edit View
All Tasks	Hidden		<input checked="" type="checkbox"/>
My Tasks	Full Access		<input type="checkbox"/>
Due Today	Full Access		<input type="checkbox"/>
Active Tasks	Hidden		<input checked="" type="checkbox"/>
By Assigned To	Hidden		<input checked="" type="checkbox"/>
By My Groups	Hidden		<input checked="" type="checkbox"/>
[Personal View]	Hidden		<input checked="" type="checkbox"/>

- g. In the **Set Default View** section specify the default views for the included users.

Set Default View

Set Default View Enable default view settings

Select one view as the default view: My Tasks

- h. Click **OK** to add the permission part.

9.2.5 Edit permission part

- a. Enter the **View Permission** settings page from list or site.
- b. Select the permission part which you want to edit by either clicking **Edit** or clicking the permission part name.
- c. Edit the details of this permission part, and click **OK** to save the settings.

9.2.6 Delete permission part

- a. Enter the **View Permission** settings page on one list or site.
- b. Select the permission part you want to delete by clicking **Delete**.

Permission Part Name	Status	Actions
Hide views	✔ Activated	View Edit Delete
Set views read-only	✔ Activated	View Edit Delete
Permissions for view	✔ Activated	View Edit Delete

Note: Permission parts that have been deleted cannot be restored.

9.2.7 Export/Import permission settings

The Export and Import functions are same as for column permission.

9.2.8 Advanced Settings

In the Advanced Settings page, you can configure **Default Settings for View Permission** and **Redirect Page Settings**.

Setting view default permission settings

This function defines the default behavior for View Permissions.

- a. In the view permission settings page, click **Advanced Settings**.

- b. In the Default Settings for View Permission section, select **Hidden** or **Visible**.

- If the default level is set as **Hidden**, then all existing and new views will be hidden by the View Permission settings unless you specifically set these views as **full access** or **read-only**.

- Setting the default to be **Visible** will make all existing and new views accessible by default.

Note: You can set permissions for each individual view in the Permission part.

- c. Click **OK**.

Setting the redirect pages

These settings provide the option to configure notifications if views are unavailable to users.

If activated, any users without sufficient permissions will be directed to a page presenting them with the following message.

- a. In **Redirect Page Settings** section, click the check box next to the **Use redirect page**.
- b. Type your message in each of the text boxes.

There are four messages that can be configured. However, each message has a default message preset.

Redirect Page Settings
Configure redirect page settings. If you enable the redirect page settings for this list, any user that attempts to access a view to which he does not have the necessary permissions will automatically be redirected to a page containing the specified text. If the redirect page is not enabled, the user will simply see the default "Access Denied" message or be sent to the next available view.

<input checked="" type="checkbox"/> Use redirect page	
View unavailable message:	According to the current view per
All views unavailable message:	According to the current view per
"Go to view" button text:	Go to next available view
"Return to homepage" button text:	Go back to site

- The **View unavailable message**. This message will be displayed if the user does not have sufficient permissions to access the view selected.
- The **All views unavailable message**. This message will be displayed if the user does not have sufficient permissions to access any view for this list.
- The **"Go to view" button text**. This message will be displayed on the **Go to view** button to direct the user to the next available view.
- The **"Return to homepage" button text**. This message will be displayed on the **Return to homepage** button to direct the user from this list.

- c. Click **OK**.

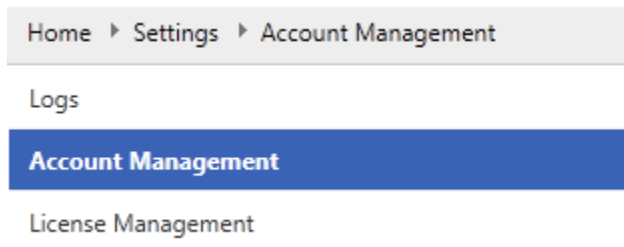
10. Manage Account

Permission Manager allows administrators to configure other domain users as the administrator to manage permissions.

Note: Only the default administrator has permission to manage accounts. Otherwise, you cannot see the Account Management link.

10.1 Add Account

- a. Navigate to **Settings > Account Management**.




- b. Enter a domain user in the text box.


Username: 

- c. Click **Add** so the user can sign in to Permission Manager.

Manage Account

Specify users who can manage permissions on SharePoint.
Note: Only the default account has permission to configure users on this page.

Username: 

Login Name	Display Name	Actions
spb2010t0\administrator		
spb2010t0\jerry	jerry	 Delete

10.2 Delete Account

- a. Navigate to **Settings > Account Management**.

Home ▶ Settings ▶ Account Management

Logs


Account Management



License Management

- b. Select the user who you want to remove from the table.


Manage Account


Specify users who can manage permissions on SharePoint.
Note: Only the default account has permission to configure users on this page.

Username: 

Login Name	Display Name	Actions
spb2010t0\administrator		
spb2010t0\jerry	jerry	 Delete
spb2010t0\hans	hans max	 Delete

- c. Click **Delete**.
- d. There will be a message to confirm if you want to delete the user. Click **OK**. The user now cannot sign in to Permission Manager.

Message 

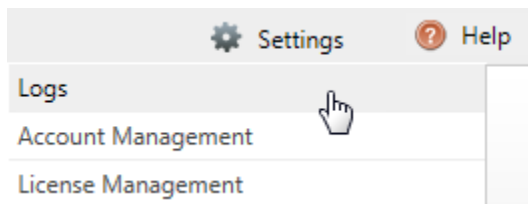
 Are you sure you want to delete the account jerry?

11. Logs

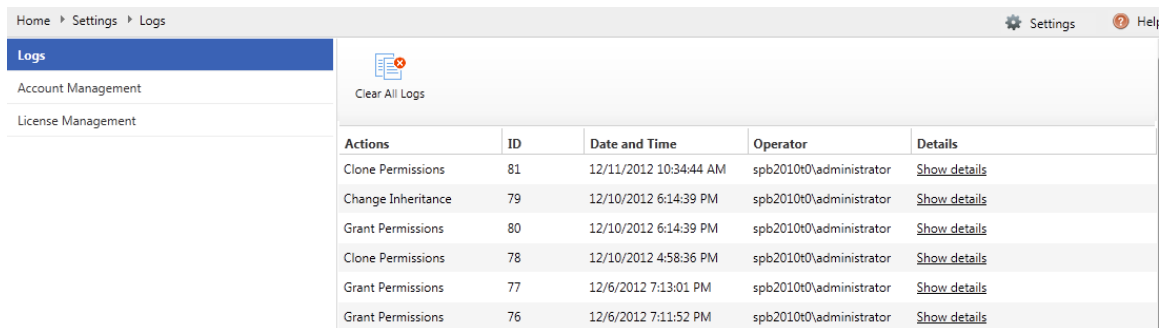
Permission Manager records each operation in the logs.

11.1 View details

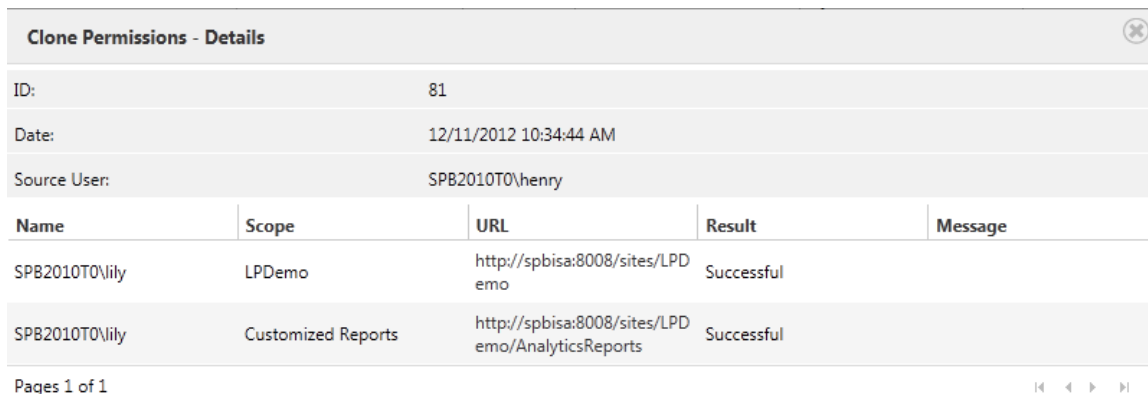
- a. Click **Settings** and then click **Logs**.



- b. You will see the following dialog window:

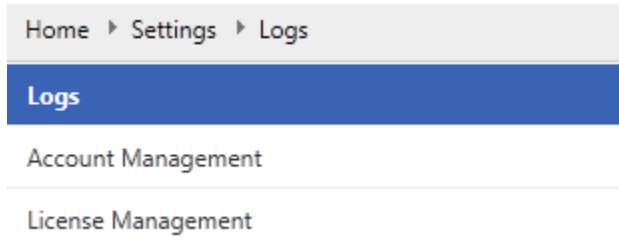


- c. Select an item and click **Show details**. A dialog window will appear to show details.



11.2 Delete logs

- a. Navigate to **Settings > Logs**.



- b. Click the **Delete All Logs** button on the toolbar.



Actions	ID	Date and Time	Operator	Details
Clone Permissions	81	12/11/2012 10:34:44 AM	spb2010t0\administrator	Show details
Change Inheritance	79	12/10/2012 6:14:39 PM	spb2010t0\administrator	Show details
Grant Permissions	80	12/10/2012 6:14:39 PM	spb2010t0\administrator	Show details
Clone Permissions	78	12/10/2012 4:58:36 PM	spb2010t0\administrator	Show details
Grant Permissions	77	12/6/2012 7:13:01 PM	spb2010t0\administrator	Show details

- c. All the logs will be deleted.