

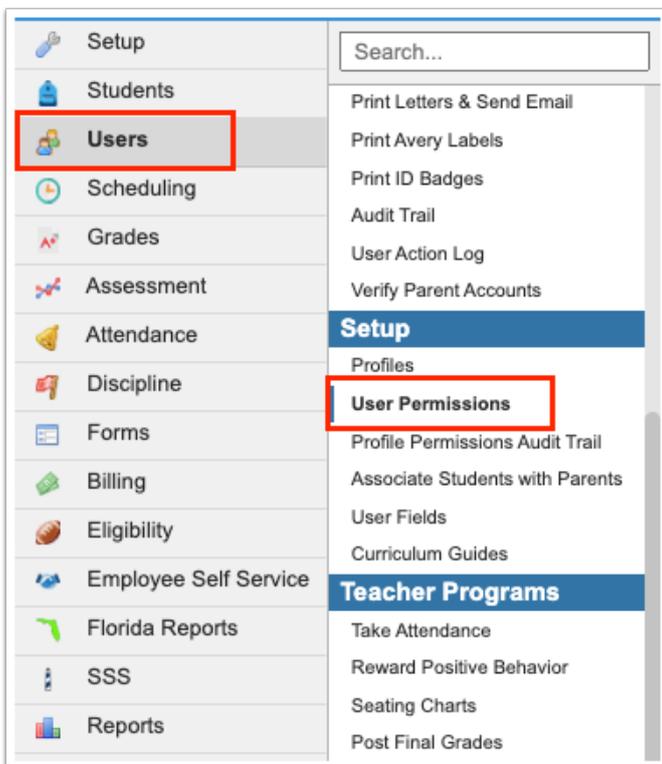
User Permissions

There may be times when a user needs customized permissions that differ from the assigned profile. Updates to permissions for the user's assigned profile will still flow down to the user, but will not override permissions set on the User Permissions screen. Focus does not encourage setting individual user permissions due to the maintenance involved.

! The system preference "Enable overriding permissions for individual users (not recommended)" in Setup > System Preferences > Default School Preferences > [General](#) must be enabled for the permissions set on the User Permissions screen to override the permissions set for the user's profile.

Setting User Permissions

1. In the **Users** menu, click **User Permissions**.



The Permissions tab is opened by default.

2. Select the **Permission Type**.

3. Select the **Role**.
4. Select the **Users**. One or multiple users can be selected.
5. Click **Submit**.

The screenshot shows a form with three tabs: 'Permissions', 'Module Report', and 'Permission Report'. The 'Permissions' tab is active. Below the tabs, there are three dropdown menus: 'Permission Type' set to 'Menu', 'Role' set to 'Admin', and 'Users' set to 'Focus Support - focus'. To the right of these fields are two buttons: a blue 'Submit' button and a grey 'Save' button.

The permissions are displayed in the same manner as on the Profiles screen. Please see [Profiles](#) for more information on setting permissions.

6. Select the permissions that will apply to this individual user. The selections will override what is selected on the user's assigned profile.
7. Click **Save**.

The screenshot shows the same form as above, but with the 'Setup' section expanded. The 'Save' button is now highlighted with a red border. Below the 'Setup' header, there are two tables. The first table, 'Portal', has columns for 'View' and 'Edit' with checkboxes. The second table, 'System Setup', also has 'View' and 'Edit' columns. In the 'System Setup' table, the 'Site Administration' row has a checked checkbox in the 'Edit' column, which is highlighted with a red box.

Portal	View	Edit
Portal	<input type="checkbox"/>	<input type="checkbox"/>
Allow Login	<input type="checkbox"/>	<input type="checkbox"/>
Package: SIS	<input type="checkbox"/>	<input type="checkbox"/>
Package: Finance	<input type="checkbox"/>	<input type="checkbox"/>
Messenger: Restrict Access	<input type="checkbox"/>	<input type="checkbox"/>
Messenger: Remove Profile from Search	<input type="checkbox"/>	<input type="checkbox"/>

System Setup	View	Edit
System Preferences	<input type="checkbox"/>	<input type="checkbox"/>
System Update Access	<input type="checkbox"/>	<input type="checkbox"/>
Site Administration	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Letterhead Templates	<input type="checkbox"/>	<input type="checkbox"/>
Address Catalog	<input type="checkbox"/>	<input type="checkbox"/>
Gradebook Templates	<input type="checkbox"/>	<input type="checkbox"/>

Viewing the Module Report

The Module Report lists the individual users who have permissions (View and/or Edit rights) to the selected modules.

1. Click the **Module Report** tab.

Permissions **Module Report** Permission Report

Role: Admin ▼ Module ▼

2. Select the **Role**.
3. Select the **Module**. One or multiple can be selected.
4. Click **Submit**.

Permissions **Module Report** Permission Report

Role: Admin ▼ Module Setup > Site Administration ▼

The report displays the names of the individuals and their usernames, the module, and the access type (permission type).

Permissions **Module Report** Permission Report

Role: Admin ▼ Module Setup > Site Administration ▼

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Name ▲	Module ▲	Access Type ▲
Acevedo, [redacted] - Acevedo	Setup > Site Administration	Edit
Acevedo, [redacted] - Acevedo	Setup > Site Administration	Edit
Acosta, [redacted] - Acosta	Setup > Site Administration	Edit
Acosta, [redacted] - Acosta	Setup > Site Administration	Edit
Adame, [redacted] - Adame	Setup > Site Administration	Edit
Adame, [redacted] - Adame	Setup > Site Administration	Edit
Adame, [redacted] - Adame	Setup > Site Administration	Edit

Viewing the Permission Report

The Permission Report displays the user, profile, user ID, EIN, module name, permission name, and access type (permission type) for specific roles, modules, and users.

1. Click the **Permission Report** tab.

Permissions Module Report **Permission Report**

Role: Admin Module: Users: **Submit**

2. Select the **Role**.
3. Select the **Module**. One or multiple can be selected.
4. Select the **Users**. One or multiple can be selected.
5. Click **Submit**.

Permissions Module Report **Permission Report**

Role: Admin Module: Setup > Add a School, Setup > Address Catalog, Setup > AP Test... Users: Focus Support - focus **Submit**

The report displays the user, profile, user ID, EIN, module name, permission name, and access type (permission type) for the selected role, module(s), and user(s).

Permissions Module Report **Permission Report**

Role: Admin Module: Setup > Add a School, Setup > Address Catalog, Setup > AP Test... Users: Focus Support - focus **Submit**

User Permission Report

◀ Prev Page: 1 / 4 Next ▶ **Export:** **Filters: OFF**

User	Profile	User ID	EIN	Module	Permission	Access Type
Support, Focus	System Administrator	75		Setup > Import	AP Test Parser: General Access	Edit
Support, Focus	System Administrator	75		Setup > Import	AP Test Parser: General Access	View
Support, Focus	System Administrator	75		Setup > Import	Import Student Photos: General Access	Edit
Support, Focus	System Administrator	75		Setup > Import	Import Student Photos: General Access	View
Support, Focus	System Administrator	75		Setup > Import	Import Tools: General Access	Edit
Support, Focus	System Administrator	75		Setup > Import	Import Tools: General Access	View
Support, Focus	System Administrator	75		Setup > Import	Importer: General Access	Edit
Support, Focus	System Administrator	75		Setup > Import	Importer: General Access	View
Support, Focus	System Administrator	75		Setup > Import	Manage Integrations: General Access	Edit
Support, Focus	System Administrator	75		Setup > Import	Manage Integrations: General Access	View
Support, Focus	System Administrator	75		Setup > Import	Match Students - Admin Panel: General Access	Edit
Support, Focus	System Administrator	75		Setup > Import	Match Students - Admin Panel: General Access	View
Support, Focus	System Administrator	75		Setup > Import	Match Students - School Panel: General Access	Edit
Support, Focus	System Administrator	75		Setup > Import	Match Students - School Panel: General Access	View
Support, Focus	System Administrator	75		Setup > Import	Scheduled Jobs: General Access	Edit