

Manage Resource Users

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With appropriate permissions, you can manage a resource's users, including [adding users](#), removing a user's access to the resource, and changing a user's level of access.

Note:

- Use the fields at the top of the *Assign Users* page to search for a user.
- If you grant **Associated With**, **Update Status**, and/or **Run Reports** resource rights to a user, you must also grant (select) the **View Resource** right.

From here you can manage the resource's users and restrict visibility into the resource's status types. In the *Assign Users* page, you can select and clear check boxes to add to or change a user's access to this resource; clearing all check boxes removes the user's access to the resource. Refer to [About Users: Access to Resources](#) for more information.

A number of filters are available to you at the top of the *Assign Users* page. In addition to filtering by role, resource types, and username, you can filter the list of resources by the rights you can assign in this section: association with the resource, update status, run reports, view resource, and administer users.

The screenshot shows the 'Assign Users' page interface. At the top, there are several dropdown filters: '(Any Association)', '(Any Update Status)', '(Any Run Reports)', '(Any View Resource)', and '(Any Administer Users)'. Below these are more filters: '(Any Role)', '(Any Resource Type)', and a text input for 'Username'. To the right of the filters are 'Search' and 'Show All' buttons. Below the filters is a table with columns: 'Associated With', 'Update Status', 'Run Reports', 'View Resource', 'Administer Users', 'Full Name', and 'Username'. The first row of the table shows a user named 'Andy Nuneman' with the username 'andemo'. The 'View Resource' column has a checked checkbox, and there is a 'Refine' link next to it.

To manage resource users

1. In the main menu, click **Setup** and then click **Resources**. The *Resource List* opens.
2. Locate the resource and on that row, click **Users**. The *Assign Users* page opens.
3. Select or clear the checkboxes to add or remove access to the resource.
Tip: To completely remove the user's access to this resource, clear all of the check boxes for the user, including the **View Resource** check box. The resource will no longer be visible to the user. To allow the user to view the resource but restrict the user's visibility into certain status types, make certain the **View Resource** check box is selected and see the following procedure.
4. Continue with the next procedure to restrict user visibility by status type or if you are done, at the bottom of the page, click **Save**.

To restrict visibility

By default, if you grant a user view access to a resource (that is, the user's **View Resource** check box is selected), that user can view all of the resource's status types. You can restrict user's visibility into one or more of the resource's status type as follows.

1. On the *Assign Users* page, locate the user and, in the **View Resource** column, click **Refine**. The *Refine Visible Status Types* window opens.
2. Select or clear the status type checkboxes.
3. Click **Save Changes**. The window closes.
4. At the bottom of the *Assign Users* page, click **Save**.