

How do I assign roles to categories?

- 1. Right-click on a document category and select **Edit...**
- 2. In the central column (**visible for user groups**) you can select a role per user group.

Document category details

Name:

Incident report

Parent category:

Reports

Visible for locations:

Mastex Trader

Custom attributes

ID:

name:

test:

Picture:

auto nr:

32

Visible for user groups

☒ Select all

☒ Administrator

Administrator

☒ Captain

Editor

☒ Chief engineer

Creator

☒ Engineers

Viewer

☒ Office

Viewer

☒ Officer

Viewer

☒ Only defects

Viewer

☒ Superintendent

Viewer

☒ Technical Department

Viewer

Save

Save & close

Close

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