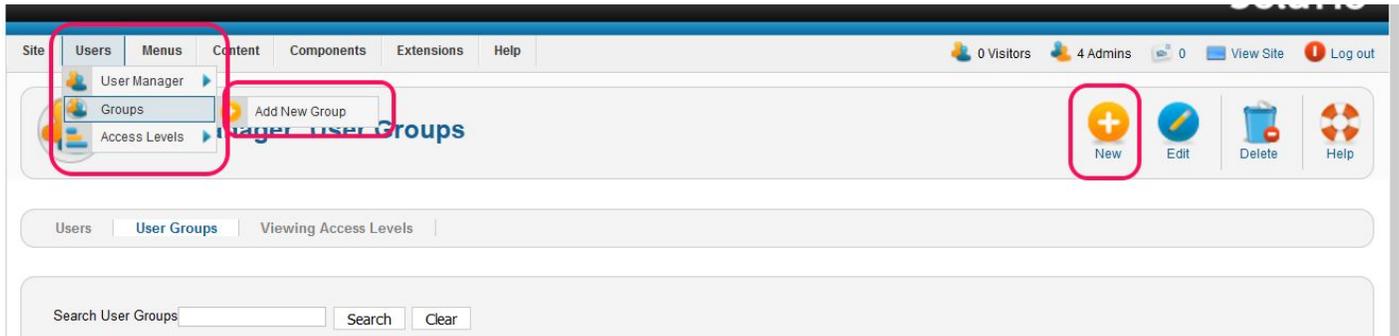


# Set User Permissions Instructions

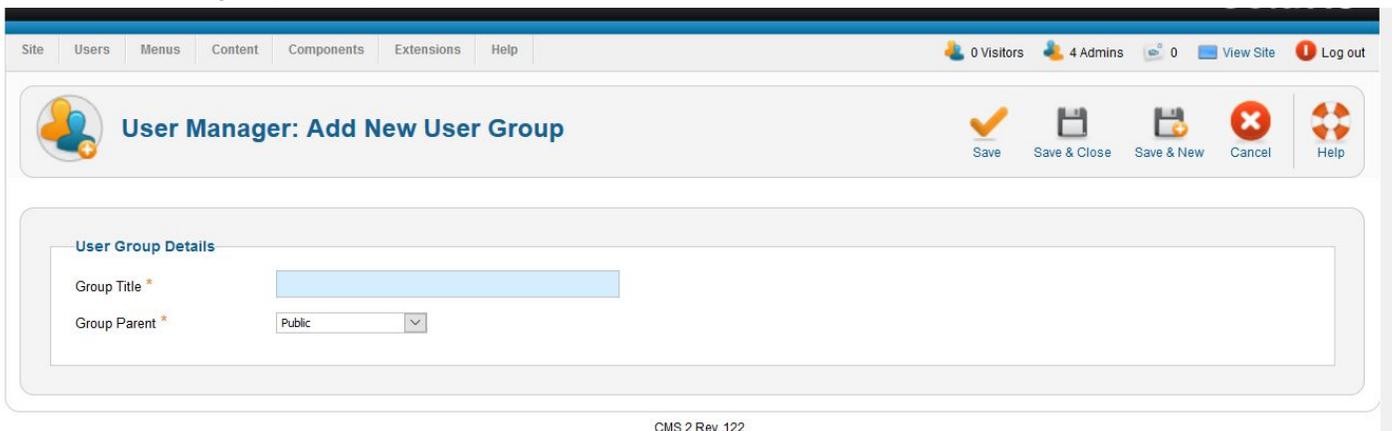
## - for a category of articles

User Permissions is a group available to users, generally admins.

To create a new group (permissions are not set up yet), navigate to Users → Groups

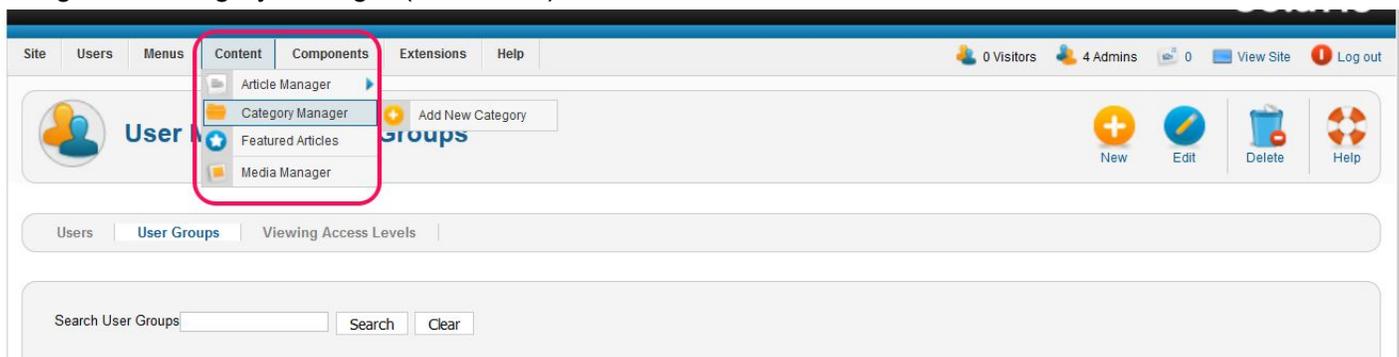


Check to be sure whether or not group already exists under the ideal or related name.  
If not create new group. Group Parent = Public



Save & Close

Navigate to Category Manager (for articles)



Find respective top-most parent category to apply permissions to.  
Will use Canonical Affairs for an example.

Click title of category to edit.  
Scroll to Category Permissions under description. Expand area for respective group. Change five dropdowns from Inherited to Allowed.

Action	Select New Setting <sup>1</sup>	Calculated Setting <sup>2</sup>
Create	Allowed	✓ Allowed
Delete	Allowed	✓ Allowed
Edit	Allowed	✓ Allowed
Edit State	Allowed	✓ Allowed
Edit Own	Allowed	✓ Allowed

### \*\*\*NOTE

- 1. If you change the setting, it will apply to this and all child categories. Note that:  
*Inherited* means that the permissions from the parent category will be used if there is a parent category or those from the component if there is no parent category.  
*Denied* means that no matter what the parent category setting is, the group being edited cannot take this action within this category.  
*Allowed* means that the group being edited will be able to take this action within this category (but if this is in conflict with the parent category setting or the component setting it will have no impact; a conflict will be indicated by *Not Allowed (Locked)* under Calculated Settings).
- 2. If you select a new setting, click Save to refresh the calculated settings.

Save & Close

Assign group to respective user(s)