



# Quick Guide: Managing Permissions

NIMSCAST user permissions describe the relationship between users and accounts. The five types of permissions assigned to NIMSCAST users are:

- **Administrative (Admin):** Allows user full access to an account, including adding additional users to an account, adding and removing sub-accounts, and submitting assessments for rollup.
- **Standard with Rollup:** Allows user to provide responses to and rollup assessments but not manage users.
- **Standard without Rollup:** Allows user to provide responses to assessments but not manage users or submit for rollup.
- **Read Only with Inheritance:** Allows user read-only access to the entire account structure at and below the account.
- **Read Only:** Allows user access to view reports on an account. Read Only users cannot enter any data, manage users, create new accounts, or submit for rollup.

## A. ADDING USER PERMISSIONS TO AN ACCOUNT

Administrative users assign other users to an account(s) within the hierarchy and determine their permission types. Before beginning the process, verify that you are in the correct account by reviewing the account string located near the top of the page.

Step 1: Click the **Manage Permissions** link in the Navigation menu.



Step 2: Click the **Add a User** link from the Permissions page.



Step 3: In the Message from webpage dialog box, click the **OK** button to verify that you want to add a user to the identified.

Step 4: On the Add a User to this Account page, scroll down to the **Add a User** box.

Step 5: In the **Email** field, enter the user's email address.

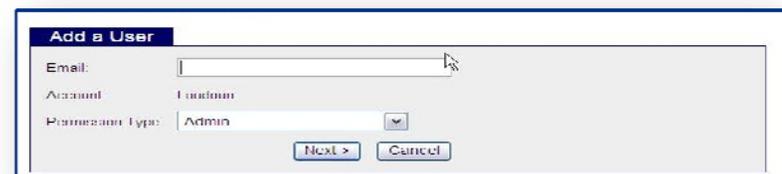
**Note:** The user's email address is used to log in to NIMSCAST and for email distribution of NIMSCAST alerts and updates. If the user's email already exists in the system, a prompt will appear to select the existing user.

Step 6: In the **Permission Type** field, select the appropriate permission type from the drop-down list menu.

Step 7: Click the **Next>** button to continue.

**Note:** If the user already exists in NIMSCAST, the user will be added to the account upon clicking the **Next>** button.

**Existing users are added to an account upon clicking the Next > button.**



Step 8: If the user is new, the Register a New User page will open to collect additional contact information on the user.

Step 9: In the **Name** field, enter the user's first and last name.

Step 10: In the **Organization** field, enter the name of the user's organization.

Step 11: Verify the **Email** field.



Step 12: In the **Phone** field, enter the user's phone number.

Step 13: Select the checkboxes next to the user's email notification preferences.

**Register a New User**  
To request a new user account, enter the information requested and click on **Register**. A temporary password will immediately be sent to the email address you provide.

**Register a New User**

Name:

Organization:

Email:

Phone:

Receive email when new permissions are assigned.

Receive email when sub-account submits a rollup.

Receive email when corrective action plans are overdue.

Account: Loudoun

Permission Type:

For 'Admin' type selection above:

When I make changes to my completed responses, or when my assessment has been completed for the first time:

I want to be asked to rollup my responses. (recommended)

I do NOT want to be asked to rollup my responses.

Step 14: Verify the **Permission Type** field.

Step 15: Select the radio button next to the user's rollup prompt preference.

Step 16: Click the **Register** button to complete user registration.

## B. EDITING USER PERMISSIONS

The ability to change a permission type is only available for users who have administrative permission on the current account.

Step 1: Click the **Manage Permissions** link in the Navigation menu.

Step 2: Click the current permission link in the **Permission Type** column for the appropriate user.

Add a User				
Name	Email	Organization	Phone	Permission Type
Bob Responder	BobResponder@LERC.org	Loudoun Emergency Responder Committee	777-777-7777	Standard with Rollup <input type="button" value="X"/>
Cynthia	Cynthia_Firefighter@ECED.org	Loudoun County Fire Department	777-777-	Standard with <input type="button" value="X"/>

Step 3: On the Edit User Permissions page, in the **Permission Type** field, select the appropriate permission type from the drop-down list menu.

Step 4: Click the **Edit Permissions** button.

**Edit User Permissions**

**Edit User Permissions**

Email: BobResponder@LERC.org

Account: Loudoun

Permission Type:

## C. REMOVING USER PERMISSIONS

From the NIMSCAST Permissions page, administrative users can also remove a user's permission to access a selected account.

Step 1: Click the **Manage Permissions** link in the Navigation menu.

Step 2: Click the delete icon  on the far right of the appropriate user record.

Step 3: In the Message from webpage dialog box, click the **OK** button to confirm removal of the correct user permission.