

How do I make a group read-only?

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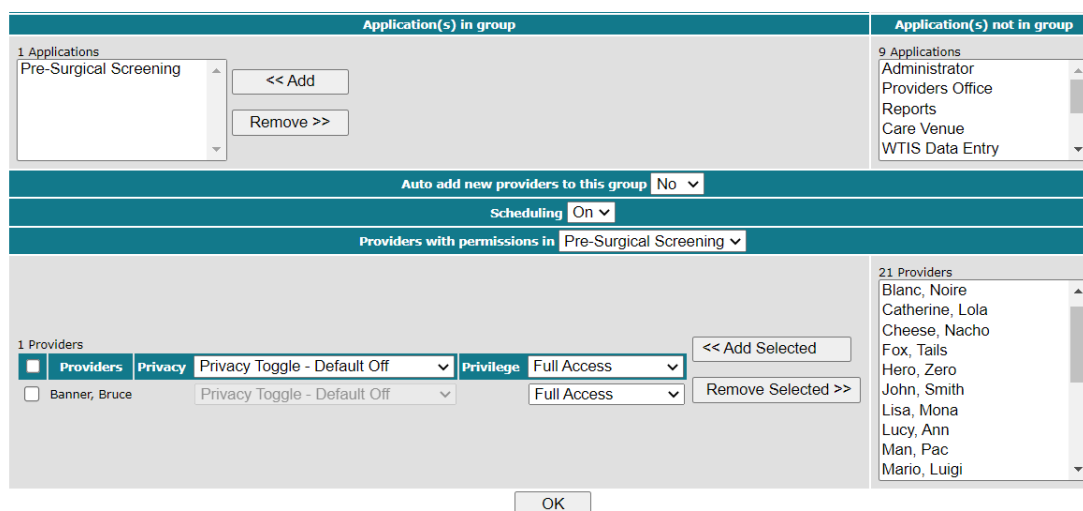
You can make a group read-only when you are creating it and you can change an existing group to make it read-only.

How do I make a group read-only when I am creating the group?

- When creating a new provider or pool group, change the Select the Privilege Level to Read Only Access

How do I make a group read-only after I have created the group?

- Navigate to the Security module
- Select Manage Groups from the Security dashboard
- Find the group you wish to modify and select the Modify action
- Select a module from the in Providers with permissions in dropdown
- To change the privilege for all providers in that module, change the Privilege in the header row
- To change the privilege for one or more providers in that module, change the Privilege for the selected providers



Application(s) in group		Application(s) not in group	
1 Applications	Pre-Surgical Screening	9 Applications	Administrator, Providers Office, Reports, Care Venue, WTIS Data Entry

Auto add new providers to this group: No

Scheduling: On

Providers with permissions in: Pre-Surgical Screening

Providers	Privacy	Privilege
Banner, Bruce	Privacy Toggle - Default Off	Full Access

21 Providers: Blanc, Noire, Catherine, Lola, Cheese, Nacho, Fox, Tails, Hero, Zero, John, Smith, Lisa, Mona, Lucy, Ann, Man, Pac, Mario, Luigi

OK

A word of caution when performing this change. If you change a group, you are a member of to Read-Only Access you will not be able to make further changes to groups in the application. Not even the ones you are a part of. Tread lightly and please contact Novari ATC Support if we can be of any further assistance.

For more information on managing users and groups, please refer to [Novari ATC Administrator, Security and Administrative Reports User Guide](#).