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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 readonly.

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	< Add Remove >>	9 Applications Administrator Providers Office Reports Care Venue WTIS Data Entry	
Auto add new providers to this group No 🗸			
Scheduling <mark>On 🗸</mark>			
Providers with permissions in Pre-Surgical Screening V			
1 Providers Providers Privacy Banner, Bruce	Privacy Toggle - Default Off <td <td="" <td<="" td=""><td>ected ====================================</td></td>	<td>ected ====================================</td>	ected ====================================

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 <u>Novari ATC Administrator, Security and</u> <u>Administrative Reports User Guide</u>.