

Access Control

PORTERS HR-Business Cloud

Nancy ▾ Apps ▾ ?

- System Account
- Company Profile
- User
- Department
- Settings
- IP Address Restriction
- Duplicate check
- Security Group**
- Customize
- Customize

(Mon-Fri)
orters.jp
port Page
on about the sessions



PORTERS Trial expires in 27 days Nancy ▾ Apps ▾ ?

Client Recruiter Job Person Resume Sales Process Activity Report

Security Group

Group

Users

Users

Group information User selection Menu permissions

By clicking [Department search]/[User search] you can choose the department/user to add. Click on the item then click the [>] to add the item in the "Department/User list". Click [save] to save your changes. You can search a department/user directly by writing on the search box.

Save Cancel

Department search User search

N/A

Department/User List

Catherine Porters	x
N/A	
Nancy	x
N/A	
Stacie	x
N/A	

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Client Recruiter Job Person Resume Sales Process Activity Report

Security Group

Group

Users

Group information User selection Menu permissions

Choose the menu to edit by clicking on the menus in the "Menu List". Set the permission by checking the check boxes.

Save Cancel

Menu List

Menu List	Allow	Deny
Client	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Action menu	<input checked="" type="checkbox"/>	<input type="checkbox"/>
New	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Search/List	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Detail	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Edit	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Copy	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Delete	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Document	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Email	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Google Search	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Yahoo Search	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Bulk action menu	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Import Client	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Import Contract	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Update Client	<input checked="" type="checkbox"/>	<input type="checkbox"/>

You can set the permissions for each action of the group you set up by checking the check boxes.

Security groups can be made and users can be assigned into the groups.

“Allow” and “Deny” can be set in each checkbox.

The results of various Allow/Deny settings in one security group are as follows.

Allow	Deny	
<input type="checkbox"/>	<input type="checkbox"/>	Client
<input type="checkbox"/>	<input type="checkbox"/>	Action menu
<input checked="" type="checkbox"/>	<input type="checkbox"/>	New
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Search/List
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Detail
<input type="checkbox"/>	<input type="checkbox"/>	Edit

Example	【Allow】	【Deny】	Result
NO.1	Check: ON	Check: ON	Deny
NO.2	Check: OFF	Check: ON	Deny
NO.3	Check: ON	Check: OFF	Allow
NO.4	Check: OFF	Check: OFF	Deny

If a user belongs to two security groups, the user will be unable to access an item if it is set as “Deny” in either one of the groups.

Security Group

Group

Users

Choose the menu to edit by clicking on the menus in the "Menu List".
Set the permission by checking the check boxes.

Menu List	Allow	Deny
Client	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Recruiter	<input type="checkbox"/>	<input type="checkbox"/>
Job	<input type="checkbox"/>	<input type="checkbox"/>
Person	<input type="checkbox"/>	<input type="checkbox"/>
Resume	<input type="checkbox"/>	<input type="checkbox"/>
Sales	<input type="checkbox"/>	<input type="checkbox"/>
Process	<input type="checkbox"/>	<input type="checkbox"/>
Activity	<input type="checkbox"/>	<input type="checkbox"/>
Report	<input type="checkbox"/>	<input type="checkbox"/>

Allow	Deny	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Client
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Action menu
<input checked="" type="checkbox"/>	<input type="checkbox"/>	New
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Search/List
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Detail
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Edit
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Copy
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Delete
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Document
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Export
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Google Search
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Yahoo Search
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Bulk action menu
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Import Client
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Import Contract
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Update Client

All users are assigned to the "Users" group in the initial settings.
The permission granted here is **"Allow"**.
New groups can be set up and users can be assigned when necessary.

Uncheck the "Allow" box when permission restriction settings are required, i.e., restrict the ability to delete/export.

Security Group

Group

Manager

Users

Manager

Choose the menu to edit by clicking on the menus in the "Menu List".
Set the permission by checking the check boxes.

Menu List	Allow	Deny	
Client	<input type="checkbox"/>	<input type="checkbox"/>	Client
Recruiter	<input type="checkbox"/>	<input type="checkbox"/>	Action menu
Job	<input type="checkbox"/>	<input type="checkbox"/>	New
Person	<input type="checkbox"/>	<input type="checkbox"/>	Search/List
Resume	<input type="checkbox"/>	<input type="checkbox"/>	Detail
Sales	<input type="checkbox"/>	<input type="checkbox"/>	Edit
	<input type="checkbox"/>	<input type="checkbox"/>	Copy
	<input type="checkbox"/>	<input type="checkbox"/>	Delete
	<input type="checkbox"/>	<input type="checkbox"/>	Document
	<input type="checkbox"/>	<input type="checkbox"/>	Email
	<input type="checkbox"/>	<input type="checkbox"/>	Google Search
	<input type="checkbox"/>	<input type="checkbox"/>	Yahoo Search
	<input type="checkbox"/>	<input type="checkbox"/>	Bulk action menu
	<input type="checkbox"/>	<input type="checkbox"/>	Import Client
	<input type="checkbox"/>	<input type="checkbox"/>	Import Contract
	<input type="checkbox"/>	<input type="checkbox"/>	Update Client

The permission check box is all blank for newly created security groups. Please check "Deny" when limiting access to a specified action such as delete/export.



【Case: Consultant A】
He belongs to two security groups.

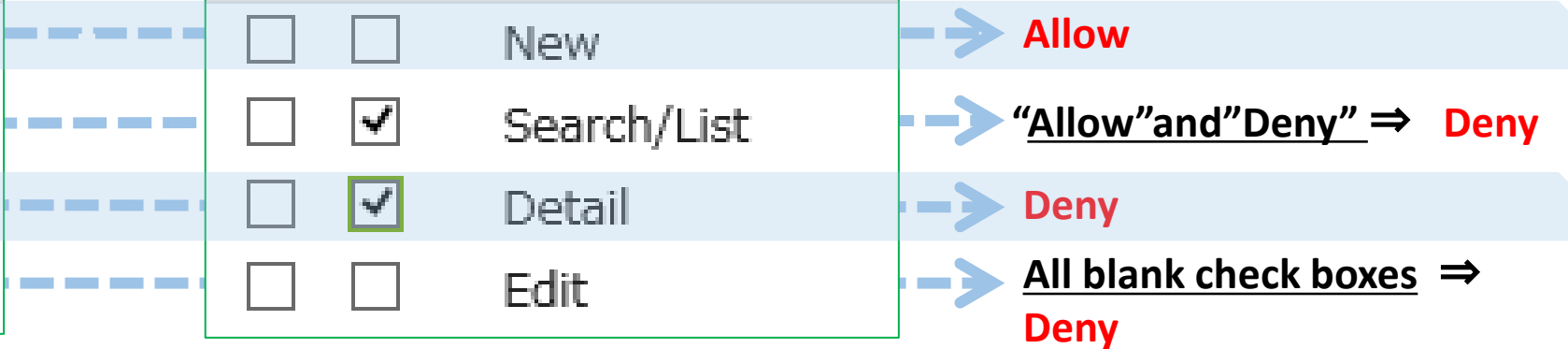
1. Security Group "Users"



Allow Deny		
<input type="checkbox"/>	<input type="checkbox"/>	Client
<input type="checkbox"/>	<input type="checkbox"/>	Action menu
<input checked="" type="checkbox"/>	<input type="checkbox"/>	New
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Search/List
<input type="checkbox"/>	<input type="checkbox"/>	Detail
<input type="checkbox"/>	<input type="checkbox"/>	Edit

2. Newly Created Security Group

Allow Deny		
<input type="checkbox"/>	<input type="checkbox"/>	Client
<input type="checkbox"/>	<input type="checkbox"/>	Action menu
<input type="checkbox"/>	<input type="checkbox"/>	New
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Search/List
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Detail
<input type="checkbox"/>	<input type="checkbox"/>	Edit



① When all users belong to only “users” group, or belong to only one group.

⇒ Set the permission only by “Allow” check box.

- Check on “Allow” → “Allow”
- No check on “Allow” → “Deny”

Allow	Deny	
<input type="checkbox"/>	<input type="checkbox"/>	Client
<input type="checkbox"/>	<input type="checkbox"/>	Action menu
<input checked="" type="checkbox"/>	<input type="checkbox"/>	New
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Search/List
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Detail
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Edit
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Copy
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Delete
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Document
<input type="checkbox"/>	<input type="checkbox"/>	Email

② When the user belongs to multiple groups.

⇒ Check boxes are all blank for the newly created security group.

This means:

The user setting is “Deny” unless permission is given by the other assigned group.

The user setting is “Allow” when permission is given by the other assigned group.

Please control the final permission setting of the group here since checking “Deny” has the strongest effect.

⇒ Please set the actions which you would like to “Deny”.

Allow	Deny	
<input type="checkbox"/>	<input type="checkbox"/>	Client
<input type="checkbox"/>	<input type="checkbox"/>	Action menu
<input type="checkbox"/>	<input checked="" type="checkbox"/>	New
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Search/List
<input type="checkbox"/>	<input type="checkbox"/>	Detail
<input type="checkbox"/>	<input type="checkbox"/>	Edit
<input type="checkbox"/>	<input type="checkbox"/>	Copy
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Delete
<input type="checkbox"/>	<input type="checkbox"/>	Document
<input type="checkbox"/>	<input type="checkbox"/>	Email



【Setting Strength Level】

▪ Check “Deny”

⇒ It becomes “Deny” regardless of the setting in other groups which the user belongs to.

▪ No check

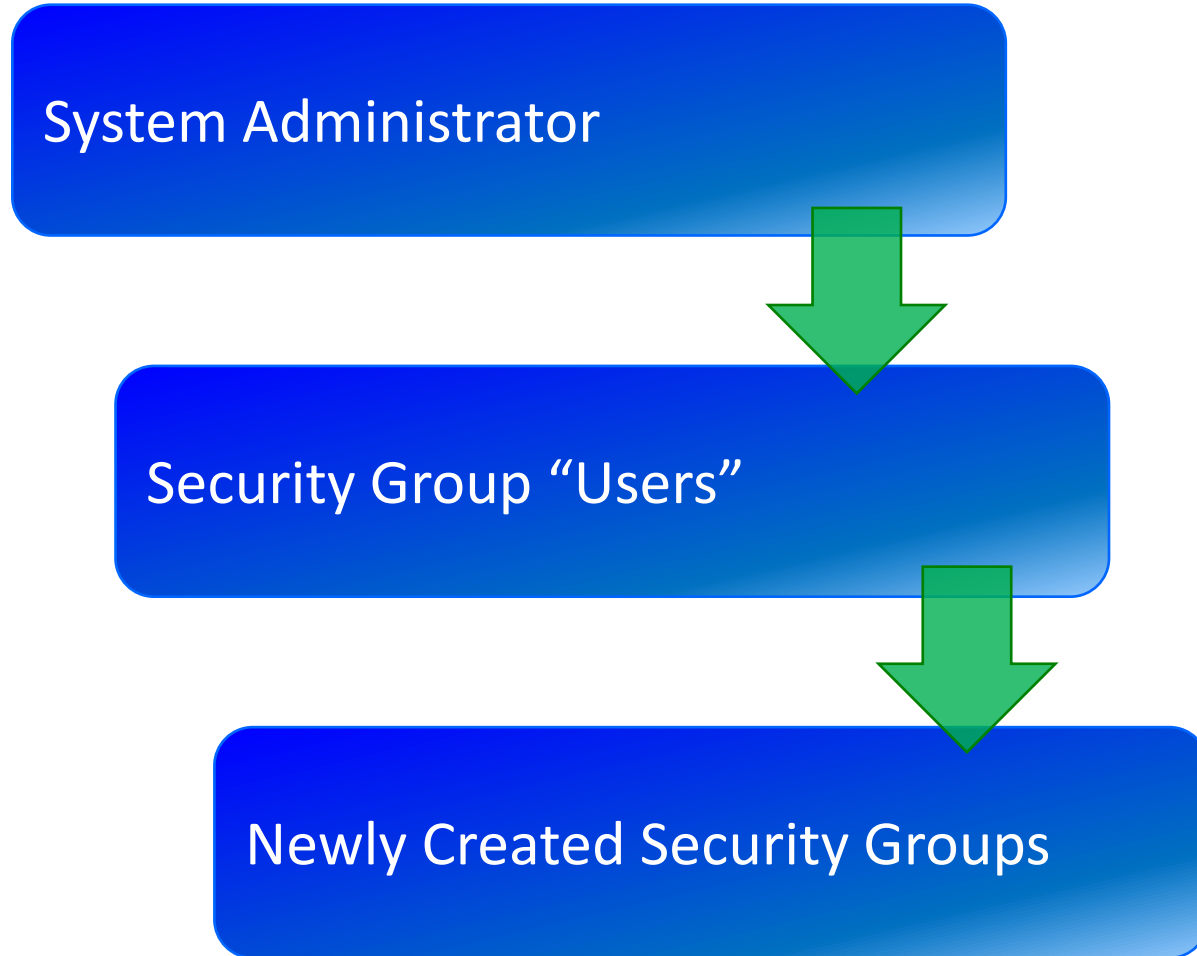
⇒ The user is compliant to the setting situation of other groups.

When there is no particular setting (when the user belongs nowhere), it becomes “Deny”.

▪ Check “Allow”

⇒ When there is no check or “Allow” is checked in the other group, result is “Allow”.

Authority Setting Order



① “System Administrator/Standard User” settings

System Administrator can assign/change authority settings.

② All users, including System Administrators belong by default.

This is the fundamental group with regards to authority setting.

In general , authority setting is set by checking or unchecking Allow box.

③ Any users can be assigned.

As long as they are not removed, user will belong to multiple groups including “Users”.

When newly created, no authority settings are set.

Basic Authority

When adding or editing a user, a System Administrator can set the user as either “System Administrator” or “Standard User”.

○: Access Allowed △: Access Allow/Deny Setting is Possible (※1) ×: Access Denied

		System Administrator	Standard User
Main Menu (※2)	Client	△	△
	Recruiter	△	△
	Job	△	△
	Person	△	△
	Resume	△	△
	Process	△	△
	Sales	△	△
	Activity	△	△
	Report	△	△
	Menu items created by the user(※3)	△	△
Apps	○	×	
Setting	Company Profile	○	×
	User	○	×
	Department	○	×
	IP Address Restriction	○	×
	Duplicate check	○	×
	Security Group	○	×
	Customize	○	×

※1 The access authority for actions inside each menu (edit, delete, etc.) can be set from the security group settings screen.

※2 Other than the original item, initial menu item names are listed. Each menu item name can be changed from the customize screen.

※3 In addition to initial menu items, original menu items can be added to the main menu from the customize screen.