



## How to Set Permissions for Users

In this video, we will be discussing Permissions. Sometimes you want a user to be able to send alerts and messages to a specific group without having access to the entire system. This would be our second level user type, or for the purpose of this video "User Level 2".

The first step is to make sure that your user's type is identified correctly. You can identify what a person's User Type is by hovering over "Users" and selecting "View Users" in the drop-down menu. Then look at the column for "User Type". If they do not have the second type of User Type assigned to them, you can change it by going to the far right and clicking the edit icon. You will then go to the User Type drop down box of that user and choose the second option from the list, then click the SAVE button.

The next step is to give the user permission to send messages to the specific group they are associated with. To do this, go to the user's Dashboard by clicking on the man with a blue shirt, holding a green arrow. Under the contact information it will list any Groups they are a member of. Find the group that the user is being given permission to and click the Gold Key to the right. From here you then have the option to click on the box to "send alerts". Click the Save button. Now this user will be able to have access to send messages for that group.

When you go back to the user's dashboard you will now see a green plus sign beside the key, signifying that the user has permission to send alerts to this specific group.

Thanks for watching! If you have more questions, please feel free to contact our Customer Success Team at [support@highgroundsolutions.com](mailto:support@highgroundsolutions.com).