

Users

~ PERMISSIONS ~

On this tab the administrator sets the user's access to companies and departments, their role, permissions for working on individual documents and DMS groups. The tab has three sections.

Company and department access

- **{Company}** — The [company](#) the user has access to.
- **{Department}** — The company [department](#) the user has access to. If no department is selected, the user has access to all departments of the company.
- **{Role}** — *admin* or *user*. An administrator has access to all company data and all programs from the modules the company subscribes to; for a user with the *user* role the programs are switched on individually in the [~ PROGRAMS ~](#) tab.
- **{Partner}**

Buttons: **SAVE** saves the access, **DELETE** removes the user's access to that company, and **CANCEL** discards unsaved changes.

Documents

Permissions apply only to documents and are entered separately for each user, per document type.

- **{Document}** — The document type the permissions apply to.
- **{Permissions}** — One or more permissions: *Delete, Update, Invoicing, Read, Void, Create* and *Approve*. Each permission has the same meaning in all documents.

The **SAVE** button saves the permissions and **CANCEL** discards them.



If no permission is entered for a document, the user is allowed everything on that document. As soon as any permission is entered for a document, the user may do on that document only what is explicitly permitted.



Not all documents have a built-in permission check. On documents without the check, entered permissions have no effect.

DMS groups

A list of all [DMS groups](#) of the company is shown. The switch next to a group enables or disables the user's access to the documents of that group.



DMS groups control access to documents in the [Document Management System \(DMS\)](#) system only partially. Detailed access control is set separately on each DMS document.

From:

<https://wiki.micro-process.hr/> - **Brix - MICRO PROCESS**

Permanent link:

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Last update: **29/09/2026 20:07**

