

# NetDimensions: Best Practice

## PERMISSIONS

Set the permissions in the 'Security' section when creating items in NetDimensions, from learning objects to reports and certificates. This will allow other admins in your organization to view and edit them and ensure other organizations don't see them.

Users 1 selected

DEMO (ADMINISTRATOR) LINGOs (...x)

Search for a user

In addition to the previously selected users, include anyone who meets

All of the following criteria

One of the following criteria

Add criteria by

User Group Add

Role

L2 - Administrator

Organization

Include Organizations

Demo

Exclude Organizations

Always select 'All of the following criteria' and add the role **AND** organization

**Remember:** If you just select 'Role' other organizations will see it, as we have a shared platform

## NAMING

When creating any new item it is essential that you use your organizations prefix for the first part of the ID

DEMO-COURSE-EVALUATION1: Properties

Exam ID DEMO COURSE-EVALUATION1

[Click here](#) for you prefix

If you can't find your prefix, please email [support@humentum.org](mailto:support@humentum.org)

## MORE

To get help with these things and more you can:

- Attend our weekly HLS Drop-In learning support sessions
- Visit our member support site
- Email [support@humentum.org](mailto:support@humentum.org)