

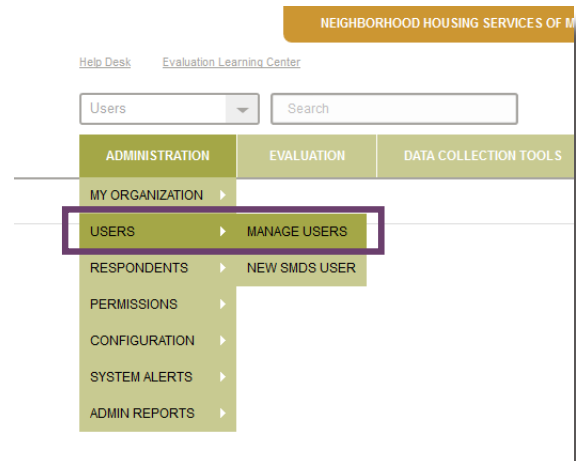
User Guide

User Permissions

User Permissions

Permissions allow you to change the level of access that a specific user has to the functions within SMDS.

- Login to SMDS.
- Place cursor over the **Administration - Users** link.
- Click the **Manage Users** link.



Below are the types and descriptions associated with each permission.

- **Administrators:** Has access to all features.
- **Data Management:** Has access to data, respondents, email distributions, and reports.
- **Evaluation Management:** Has access to all features except managing users and permissions.

TIP: If a user is assigned to more than one permission group, that user's access will be limited to the most restrictive group. While the system will allow a user to belong to more than one permission group, it is recommended that you place them in only the one group that reflects the highest level of functionality you would like them to have.

- To change a permission, click the user name.

ADMINISTRATION EVALUATION DATA COLLECTION TOOLS SHARING MORE

Home / Administration / Users / Manage Users

Last Name enter text... Filter Clear Filter Other Actions

Last Name ^	First Name	Display User Groups	Primary Email	Primary Phone	User Type	Is Active	
<input type="checkbox"/> Judith	Sara	Administrator	sarajudith@gmail.c...	222-333-3333	SMDS User	✓	✎ 🔒 🗑
<input type="checkbox"/> Kopf	Nancy	Administrator	nancy@housing.org	202-333-4444	SMDS User	✓	✎ 🔒 🗑
<input type="checkbox"/> Marget	Stephen	Administrator	stevemarget@gmail. ...	(978) 475-3894	SMDS User	✓	✎ 🔒 🗑
<input type="checkbox"/> Schlosberg	Elissa	Administrator	elissa@myvisualvoi ...	612-229-9299	SMDS User	✓	✎ 🔒 🗑
<input type="checkbox"/> Smith	Sandy	Administrator	sandy@housing.org	212-222-1111	SMDS User	✓	✎ 🔒 🗑
<input type="checkbox"/> Smith	Pat	Administrator	Pat@community.org	(812) 474-3333	SMDS User	✓	✎ 🔒 🗑

At the bottom of the page, you'll see the **Permission Groups** Tab.

- To delete a permission, click the **Trash** can to the far right.
- To add a permission, click the **Add New** button.

Home / Administration / Users / User Details 360

EDIT RESET USER PASSWORD ADD USER TO GROUPS Other Actions

Account Information

Email Address	sandy@housing.org	Password	*****
Is SMDS user agreement executed?	✓	Is Active?	✓
Receive Email	✗		

User Information

Organization Name	Neighborhood Housing Services of My Town	Primary Phone	212-222-1111
Last Name	Smith	First Name	Sandy
Current Address		Last Modified By	Brian Lara
Last Modified On	Jul 22, 2016 4:43 AM	Is Active?	✓

Permission Groups (1) Addresses (0) Emails (1) Phone Numbers (1) SMDS Networks (0) Activity Logs (10)

Name	Organization	Description	Is Default for New User?	Is Default for New Organization?	Last Modified On
Administrator	Neighborhood Housing Services of My Town	Has access to all functions. For organizations other than Success Measures, the Client Management menu does not display.	✓	✓	Feb 18, 2014 10:57 AM

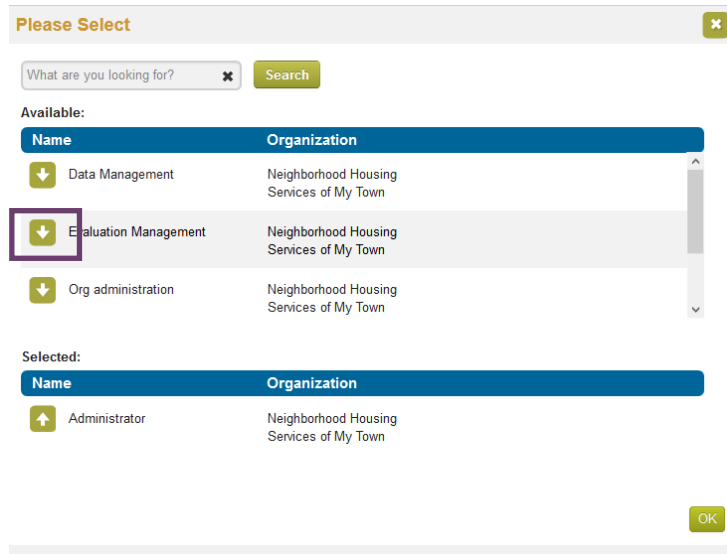
Add permission

Add New

Delete permission

The Please Select dialogue box will display.

- Click the Green button with the white arrow to add a permission to the user.



The permission will appear under the Selected section.

- Click the OK button.



The new permission will be listed in the Permission Groups tab.

User Information

Organization Name	Neighborhood Housing Services of My Town	Primary Phone	212-222-1111
Last Name	Smith	First Name	Sandy
Current Address		Last Modified By	Elissa Schloesser
Last Modified On	Sep 14, 2017 2:51 PM	Is Active?	<input checked="" type="checkbox"/>

[Permission Groups \(2 \)](#)
[Addresses \(0 \)](#)
[Emails \(1 \)](#)
[Phone Numbers \(1 \)](#)
[SMDS Networks \(0 \)](#)
[Activity Logs \(10 \)](#)
[Add New](#)

Name	Organization	Description	Is Default for New User?	Is Default for New Organization?	Last Modified On
Evaluation Management	Neighborhood Housing Services of My Town	Has access to all menus, except Client Management. Does not have access to Organizations, Users, Permissions, Configuration, System Alerts or System Reports.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Jun 20, 2013 10:01 AM
Administrator	Neighborhood Housing Services of My Town	Has access to all functions. For organizations other than Success Measures, the Client Management menu does not display.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Feb 18, 2014 10:57 AM

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Need additional help?

- Click the **Help Desk** link at the top of the screen to find more guides on Customizing Tools and Question Formats. These guides are helpful resources as you work in the Tool Builder.

The screenshot shows the SUCCESS MEASURES DATA SYSTEM interface. At the top, there is a navigation bar with the logo on the left and user information on the right: "NEIGHBORHOOD HOUSING SERVICES OF MY TOWN" and "Elissa Schloesser". A "Help Desk" link is highlighted with a purple box. Below the navigation bar, there are tabs for "ADMINISTRATION", "EVALUATION", "DATA COLLECTION TOOLS", "SHARING", and "MORE". The main content area shows a table of tools with columns for "Display Name", "Questions", "Status", "Categories", "Type", "Languages", and "Sharing".

Display Name	Questions	Status	Categories	Type	Languages	Sharing
Accessibility and Perception of Amenities v2.0	3	Published	Health ...	SM Library	EN, SP	
Accessibility of Health Care Services v2.0	19	Published	Health ...	SM Library	EN, SP	
Accountability to Community v2.0	9	Published	Role of Organizations ...	SM Library	EN	
Alcohol, Tobacco, and Drug Use Behavior v1.0	9	Published	Health ...	SM Library	EN, SP	
Apartment Community and Neighborhood Change Module v1.0	8	Published	Housing ...	SM Library	EN	
Apartment Community Facilities	25	Published	Resident Services ...	SM Library	EN, SP	