

Access Levels

Access

An area where access groups can be managed. Access groups are the various permission levels assigned to different groups of users based on their roles in the Hub. Generic default levels are: Public, Manager, Administrator, Registered, Author, Editor, and Publisher. These levels are broken up by the levels of responsibility and what the access the group has to different areas of the Hub. An administrator can see the number of users in the group in the **Users in Group** column.

An administrator can also manage the viewing levels available on the Hub by following these steps:

1. Navigate to **/administrator** and hover over the **Users** tab and click on **Access Levels** from the drop-down
2. Click the **New** button
3. Add a **Level Title** and select the **Access Groups** that have this viewing access
4. Click **Save & Close**