After the Server has been successfully started and the Shared Database opened, the next step is to establish what the Default Permissions are to be for a newly added User.  Proceed to **Set Default Permissions** to continue configuring the Shared Database.

# Set Default Permissions

Commence can control specifically which users can see and/ or change information within a shared database.  Initially, each new user that is added to a Commence Workgroup is assigned Default Permissions which may then be fine–tuned on a per– user basis so that each user has customized Permissions.  For further information about Permissions within a Commence Shared Database, refer to **Appendix C: User Levels and Permissions**.

Perform the following procedure to modify Default Permissions assigned to new clients:

**1** Verify that the Commence Server is running, and the desired Shared Database is active.

**2** Select **Customize** -> **Workgroup** from the Menu Bar.  The *Customize Workgroup - Server Administration* Dialog Box will be displayed.

**3** Click **Next >**.  The *Customize Workgroup - Database Options* Dialog Box is displayed. Initially, the Default Permissions for a shared database are set to *User* for the User Level and *All* for Category Permissions.  However, these Default Permissions may be modified to satisfy specific needs.  If the Default Permissions are to remain unchanged, proceed directly to **Chapter 5: Configure Server Communications**, to continue installing and configuring Commence Workgroup.

**4** Select **Default Permissions**.  The *Authorization Defaults* Dialog Box will be displayed.

**5** Three **Default User Level** permissions are available from which to select. The Level indicated will automatically be assigned to each user as they are added to the database. The access granted by each Default User Level may be customized to meet specific needs. Individual access privileges may then be modified on a per–user basis as needed.

The three Default User Levels that are available are described below:

• **User** - [shown] can access the shared database, but cannot add/edit/ delete shared definitions; typically used for most users

• **Author** - can access the database and add/edit/delete shared definitions.

• **None** - Does not permit any access to the Shared Database. In order for new users to have access to any part of the Shared Database, the Administrator must set access permissions on a per–user basis.

Select the desired **Default User Level** from the pull–down menu.

For further information about User Levels, refer to **Appendix C: User Levels and Permissions**.

Configure the Default Permissions: Set Default Permissions