

HOW TO USE SECURITY PROFILES

Once logged into iSoms with your username and password

Navigate to Agency under Admin -> Security Profiles and click on it



You will be prompted with a lookup screen to lookup any profiles that you may already have made. If you do not enter a profile name and just hit lookup, that will bring up all of your security profiles.

A screenshot of the 'Security Profiles: Search' lookup screen. It has a light blue header with the title 'Security Profiles: Search'. Below the header is a search area with a 'Profile Name' input field. Underneath the input field are three checkboxes: 'Super User', 'Show All Agencies', and 'Show Archived'. At the bottom of the search area are two buttons: 'LOOKUP' (circled in blue) and 'CLEAR FILTER'.

This will bring up a screen, where you can edit your already made profiles or you can hit NEW PROFILE up in the top right of your browser to create a new profile.

Security Profiles: Search Results					LOOKUP	NEW PROFILE
Search Criteria ►						
Search Results						
7 Records						
Agency	Name	Description	Super User			
BCSO	ADMIN	ADMIN RECORDS	false			✎
BCSO	Basic Security User	Basic Security User	false			✎
BCSO	BOOKING	BOOKING OFFICER GENERAL	false			✎
BCSO	CID	CID DIV	false			✎
BCSO	Detective	Detective	false			✎
BCSO	SUPER USER	ISOMS Super User Account	true			✎
BCSO	SUPERUSER	SUPERUSER TO EVERYTHING	true			✎

When you hit NEW PROFILE, this will bring up a new screen where you enter the Name and Description of the Security Profile. Also, you will see Template Profile under where you enter the Description. This is where you can click that dropdown and clone a profile to start with, so you don't have to run through a new profile being made, and mark every basic permission.

After you get the Name, Description, and a template profile that you may want to clone, you can just hit ADD up in the top right to create this Security Profile.

Security Profiles: New Record

LOOKUP

ADD

Name

Test

Description

Test Security Profile

Template Profile

BCSO / Basic Security User

Show profiles from all agencies

This will bring up your new Security Profile where you can set all the Permissions needed for this profile.

The first tab that will be open is the Profile Permissions. There are many checkboxes here for you to select, if this certain profile needs any of these permissions you just check the checkbox and hit save.

Name

Test

Description

Test Security Profile

Agency Super User

Profile Permissions

Module Permissions

☐ Hide Print To Email
☐ Hide Continuing Education
☐ Hide Reminders
☐ Hide Uniform
☐ Hide Contract Info
☐ Hide Search Menu
☐ Employee Notifications Super User
☐ Hide Email
☐ Hide Text
☐ View Internal Affairs
☐ View Undercover Name List

Employee Records

☐ Hide Bio
☐ Hide Weapon
☐ Hide Payroll
☐ Hide Supervisor
☐ Hide Medical
☐ Hide Rank
☐ Hide Phone List
☐ Hide Compliance
☐ Hide HR
☐ Hide Topics Menu
☐ Hide Assigned Items

Booking Records

☐ Notifications Super User
☐ Hide Inmate Medical
☐ All Changes After Release
☐ Incident Reports
☐ Public Version Only
☐ Assign Reports
☒ Approve Reports
☐ Clear Reports
☐ Jail Incidents
☐ Assign Reports
☐ Approve Reports
☐ Clear Reports

☐ Exclude From Employee Notifications
☐ Exclude From General Orders
☐ Exclude From Personal Information
☐ Exclude From Employee Messages
☐ Exclude From Group Email
☐ Hide Department Forms
☐ Allow Shift Note Protected Departments
☐ Allow Inmate Classification
☐ Allow Inmate Sentence Edit
☐ Allow PassOn Major Change

☐ PassOn Administrator
☐ PassOn Supervisor
☐ Jail Investigations
☒ Payroll Supervisor
☐ Select PassOn Major
☐ Show Department Policy
☐ Exclude Email Text All Users
☐ Email Send To Internet Only
☐ Email Can Only Send Internal
☐ Purchase Order Administrator
☐ Receipts General Only

The next tab is the Module Permissions where you set the permissions for each individual module.

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☐ Agency Super User

Profile Permissions		Module Permissions	
Module			
Accident			
Accounts Payable			
Agency Configuration (company setup)			
Agency Contacts / Phone Book			
Agency Criminal History Checks			
Agency Forms / Attachments (company setup)			
Alleged Abuse			
Animal Investigations			
Animal Shelter			
Animal Shelter Complaints			
Animal Shelter Donations			

Here you can see each of the modules in Isoms on the left. This is where you will go through each module that you want this profile to have rights to. Once you click on a module, you will have a few options here to get them access to being a Superuser, Can View, Can Add, Can Edit, and Can Delete. If they are a superuser, they are able to enter item into the MainTain Files. Depending on the module, there may be some more permissions that you can give or take away.

Module	Module
Accident	Accident
Accounts Payable	☐ Super User ☐ Hide Sensitive ☐ Limited Printing
Agency Configuration (company setup)	☐ Can View ☐ Hide File Links ☐ No Printing At All
Agency Contacts / Phone Book	☐ Can Add ☐ Hide Images ☐ No Interfaces
Agency Criminal History Checks	☐ Can Edit ☐ Hide Notes ☐ No Hardware
Agency Forms / Attachments (company setup)	☐ Can Delete ☐ Hide Print To Email ☐ Hide Export To Xls ☐ Hide Export To Csv ☐ Hide Export To Db ☐ Hide Export To Zip ☐ Hide Module Scans/Attachments ☐ Exclude From Push Notifications
Alleged Abuse	
Animal Investigations	
Animal Shelter	
Animal Shelter Complaints	

You will repeat the last step until they have all the permissions correct for this Security Profile that you are creating.

There are a few permissions that you probably want to give to every security profile, for example, Employee Notifications. This permission is for the person to be able to see the notifications on the front screen when an Employee logs in.

If an employee ever gets a 403 error no permissions, the fix is probably going to be in their Security Profile that they do not have permissions for something basic.

If you want employees to be able to see the BOLOs and House Watch notifications when they log in, they will at least need the view permissions in BOLO and CAD House Watch.