User Management 7.0 User's Guide

Wednesday, October 07, 2009

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Introducing User Management

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About User Management

e-Dialog User Management™ allows certain users of Precision Central to determine and assign permissions that control what other users can do within the product suite. Permissions can control:

- user-specific data such as title, department, phone, and e-mail
- default values such as the local time zone
- which database schemas are accessible (most e-Dialog clients use only one schema. This feature provides additional control for clients having multiple schemas)
- which Precision Central applications are accessible
- which audience and suppression lists are accessible
- which application-specific features are accessible (in applications such as Campaign Builder, these features include access to database objects such as mailings and cells. Access control is based on categories which are implemented in the form of user defined fields or UDFs)

Notes

- Each time a user attempts to perform an action, Precision Central verifies that the user has permission to perform the action as explained in ***How Permission Checking Works*** (on page 7).
- The privileges needed to grant and revoke privileges are described in ***How Roles Are Defined*** (on page 8).
- Permissions are arranged by application, and then are grouped within the application, as described in ***Application Permissions and Preferences*** (on page 41).
- In some cases, changing a permission changes the values of other permissions.

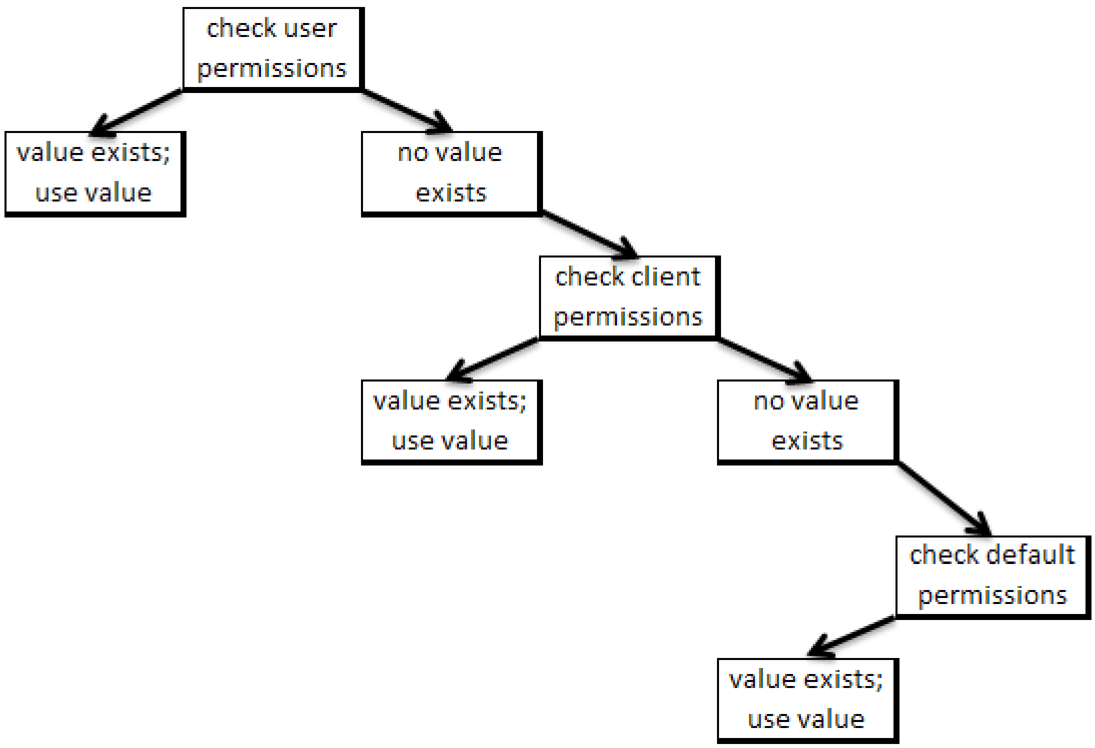
How Permission Checking Works

Permissions are assigned and organized in a hierarchy, as follows:

default			Default permissions are set by e-Dialog and are the same for all clients and users.
	client		Client permissions are unique for each client and include only the permissions that are different from the default permissions.

		user	User permissions are unique for each user or set of users and include only the permissions that are different from the default and client permissions.

When determining whether a user has a particular permission, User Management looks first in the set of user permissions. If there is a value for the permission in the user permissions, User Management uses that permission. However, if there is no value in the user permissions, User Management checks the set of client permissions. If there is a value for the permission in the client permissions, User Management uses that permission. However, if there is no value in the client permissions, User Management checks the set of default permissions and uses that value. The following diagram illustrates the process:



How Roles Are Defined

The following table lists the User Management roles.

Role	Description
Global Administrator	e-Dialog employees who control the applications and features available to client organizations
Domain Administrator	User(s) within a client organization who can create other users and assign permissions
User	User(s) within a client organization who cannot assign or change permissions

A Global or Domain Administrator can:

- Create and edit users
- Elevate a user to Domain Administrator status
- Specify application access per user
- Specify whether a user is active, inactive, or on hold (only active users have access to e-Dialog applications)
- Modify audience and suppression lists

Customization for Your Organization

e-Dialog configures Precision Central applications to meet your organization's specific preferences. Also, to accommodate the different access needs of individual users, e-Dialog sets up individual profiles based on user name. Your Professional Services Account Team helps to configure these preferences during your initial set-up process.

For example, your organization may want to provide certain employees with the ability to upload new audiences and assign these audiences to new users. On the other hand, others may only have the ability to upload a new audience solely for their own use. Or, some employees may not be able to send final e-mails, while other are allowed to do so.

Note: As a result of the modular approach, some of the functionality described in this document may not apply to you.

System Requirements

Precision Central 7.0 requires:

- Microsoft Windows or Apple Macintosh OS X*
- Adobe Flash Player 9.0.28 or newer

  Adobe Flash Player is required only for Insight Builder, User Management, Precision Dashboard and Data Director.
- One of the following Web browsers:
  - ***Internet Explorer 7*** (http://www.microsoft.com/downloads/) on Windows
  - ***Firefox 3*** (http://www.mozilla.com/en-US/firefox/) on Windows and Macintosh OS X*

* The middle scroll button of a Macintosh mouse may not work consistently in Precision Central 7.0. This is a known issue in Adobe Flash Player.

Starting User Management

To start User Management:

1 Log in to Precision Central.

2 Select **Administration** > **User Management.**

See Setting Your Default Application in Introducing Precision Central 7.0 for instructions on specifying which application appears when you log in to Precision Central.

Viewing a List of Users

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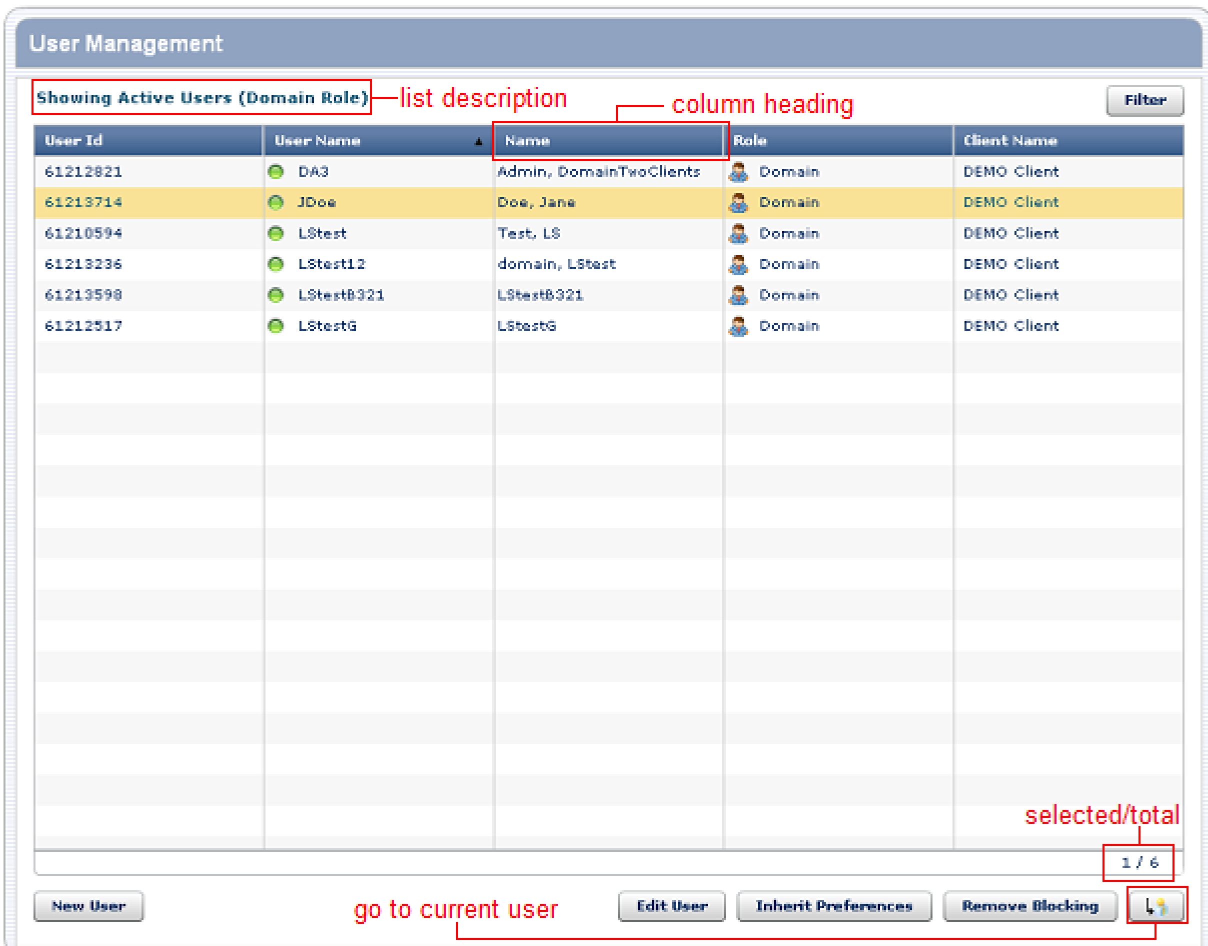
Getting a List of Users

When you start User Management, a list of users appears. The list includes each user's unique ID, user name, full name, and role.



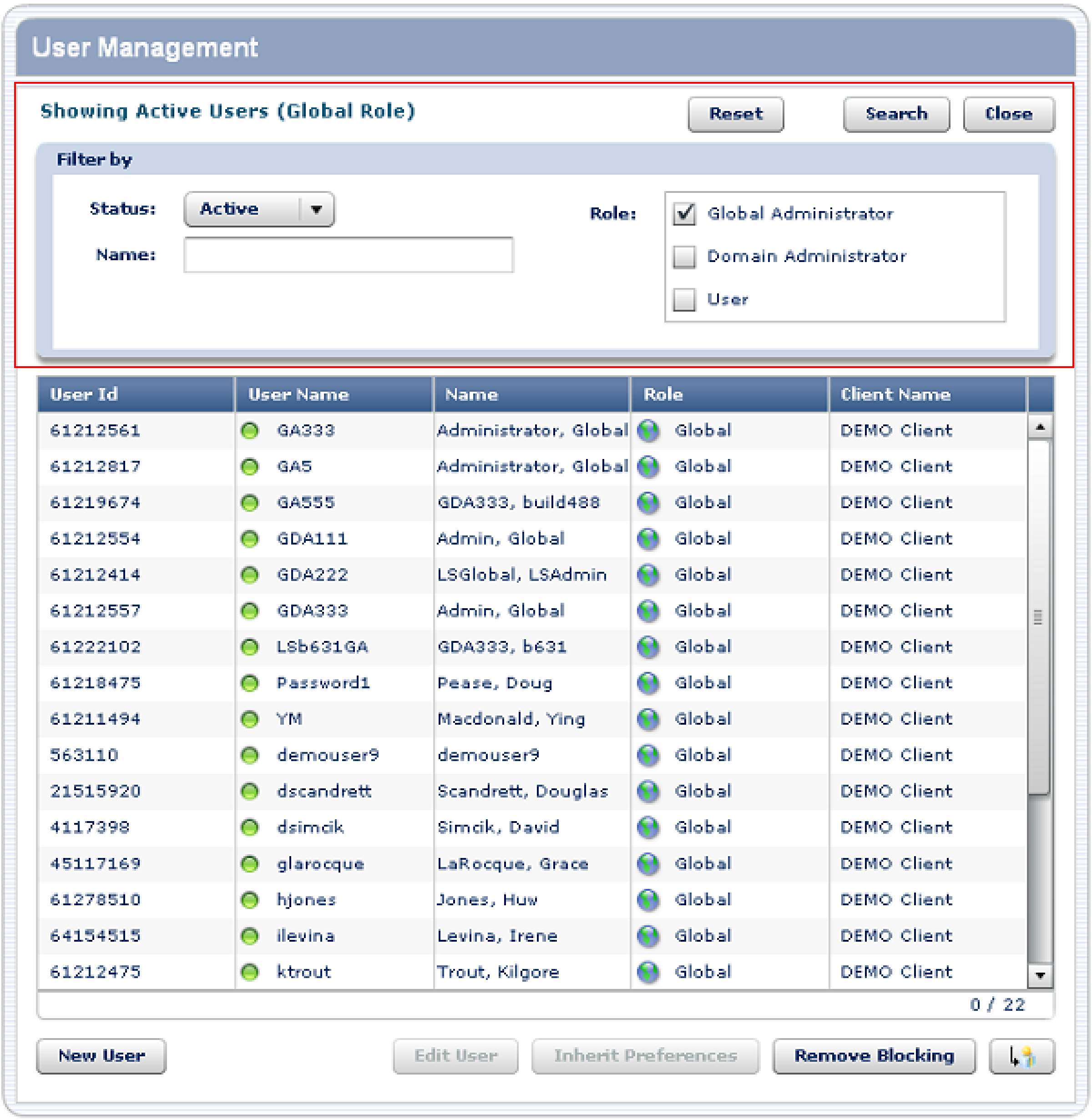
To...	Do this...
Sort the list	Click the column heading by which you want to sort. For example, to sort by name, click Name. To sort in reverse order, click the column heading again.
Narrow the list (on page 12) of users by status and role	Click **Filter.**
Create a user (on page 15)	Click **New User.**
Change the information or permissions for an existing user	Click **Edit User.**
Use the same preferences for this user as for another user	Click **Inherit Preferences.**

Filtering the List of Users

You can limit the users that appear in the list by status and role.

To filter the list, from the list of users, click **Filter.**

The filter panel appears:



To...	Do this...
Narrow the list by status	Select the status from the drop-down. The list and list description both update when you select a status.
Narrow the list by first, last, and user name	Enter at least a portion of the first, last, or user name to find. The search is case-insensitive and looks in both the User Name and Name columns.

Narrow the list by role	Select the role(s) by checking the appropriate check boxes.
View the entire list	Click **Reset.**
Search for users who meet the specified criteria	Click **Search.**
Minimize the filter panel	Click **Close.**

Creating Users

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Creating a User

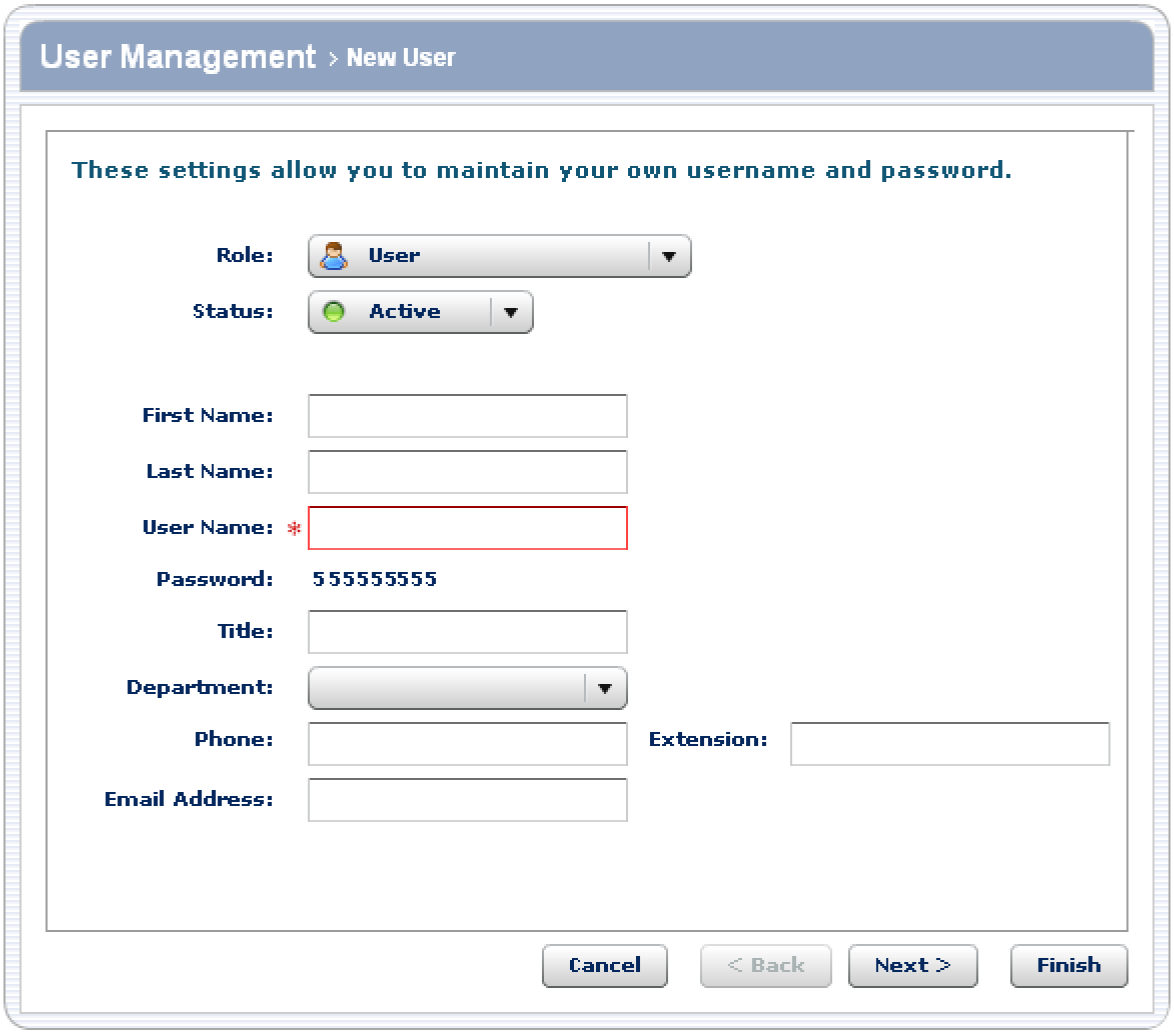
To create a user, click **New User.**

When you create a user, you specify:

1 ***Identifying information*** (on page 16), such as name, user name, department, and so on
2 Which ***clients*** (on page 17) are visible to the user
3 Which e-Dialog ***applications*** (on page 18) are visible to the user
4 Which ***features*** (on page 24) of the visible e-Dialog applications the user has access to
5 Which ***audience*** (on page 20) lists are visible to the user
6 Which suppression lists are visible to the user

To create a user that uses the permissions assigned to an existing user, click **Inherit Preferences.**

Providing User Information



To provide user information:

1 Assign a role.

For most users, you select **User** as the role. However, if you want the user to be able to create and update users, assign them to the **Domain Administrator** role.

2 Assign a status.

Usually, you select the **Active** status. However, if you do not want the user to have access to the applications, features, and audiences, you specify **Inactive** or **On Hold** as the status. Generally, you select Inactive to deny access to a user permanently; On Hold is for temporary use.

3 Provide information about the user, including:

- First and last name
- User name

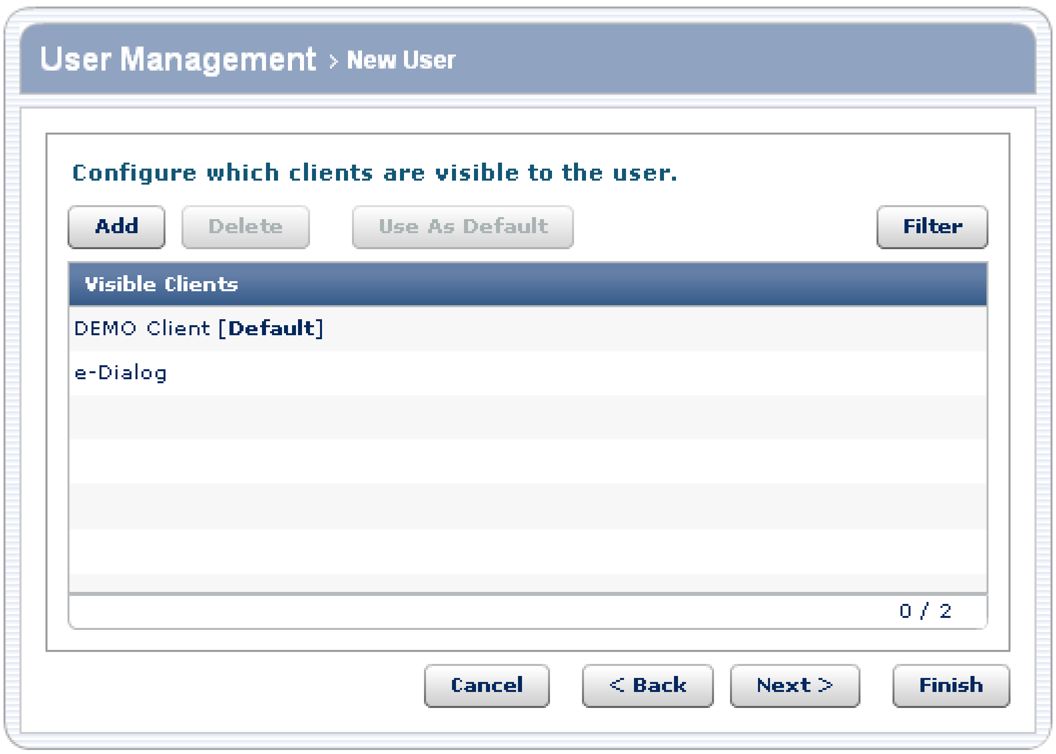
  Note: The user name must be unique.
- Title and department

   - § Contact information, including phone number and e-mail address.

4 When you have completed providing the information, do one of the following:

   - § Click **Finish** to create the user.
   - § Click **Next** to specify additional preferences.
   - § Click **Cancel** to go back to the list of users without creating this user.

Specifying Which Clients Are Visible



Typically, you make one client visible to a user; however, you can make multiple clients visible to a user. All of the clients in the list are visible to the current user.

Note: The **Filter** button is visible only to Global Administrators.

To...	**Do this...**	**Details**
Add a client to the list of visible clients	1 Click **Add.** 2 Select the client(s) to add to the list.	The clients that appear in the list are those that you have permission to see.
Make a client invisible to the user	1 Highlight the client. 2 Click **Delete.**	
Make the selected client the one that is visible to all users that you create by	1 Highlight the client. 2 Click **Use As Default.**	You can make clients other than the default visible or invisible for each user.

default		

To specify which clients are visible:

1 Perform one of the actions in the previous table.

2 Do one of the following:

- § Click **Finish** to create the user.
- § Click **Next** to specify additional preferences.
- § Click **Cancel** to go back to the list of users without creating this user.

Specifying Which Applications Are Visible

You select the applications that the user can see from the list of Visible Applications.

Note: The **Filter** button is visible only to Global Administrators.

To...	Do this...	Details
Add an application to the list of applications that are	1 Click **Add.** 2 Select the application(s)	Only the applications that are visible to you appear

visible to the user	to add.	in the list. This means that you cannot give a user permission to use an application that you don't have permission to use. In addition, if the default list does not include all of the possible visible applications, you can add an application to make it visible to a particular user.
Remove an application from the list of applications that are visible to the user	1 Select an application. 2 Click **Delete.**	To select multiple applications, select one applications, and then while holding down the Ctrl key, select another application. To select multiple contiguous applications, select the first application, and then while holding down the Shift key, select the last application to select.
Set the list of applications as the default list for subsequent users	1 Add and remove applications so that the list includes the applications you intend. 2 Click **Use As Default.**	The default list includes the applications you want to be visible to most users. You can then add or remove applications to make them visible to specific users.
Narrow the list of applications that appear in the list	1 Click **Filter.** 2 Check the applications you want to make visible. 3 Click **Apply.**	This list is the list of applications that are visible to the user.

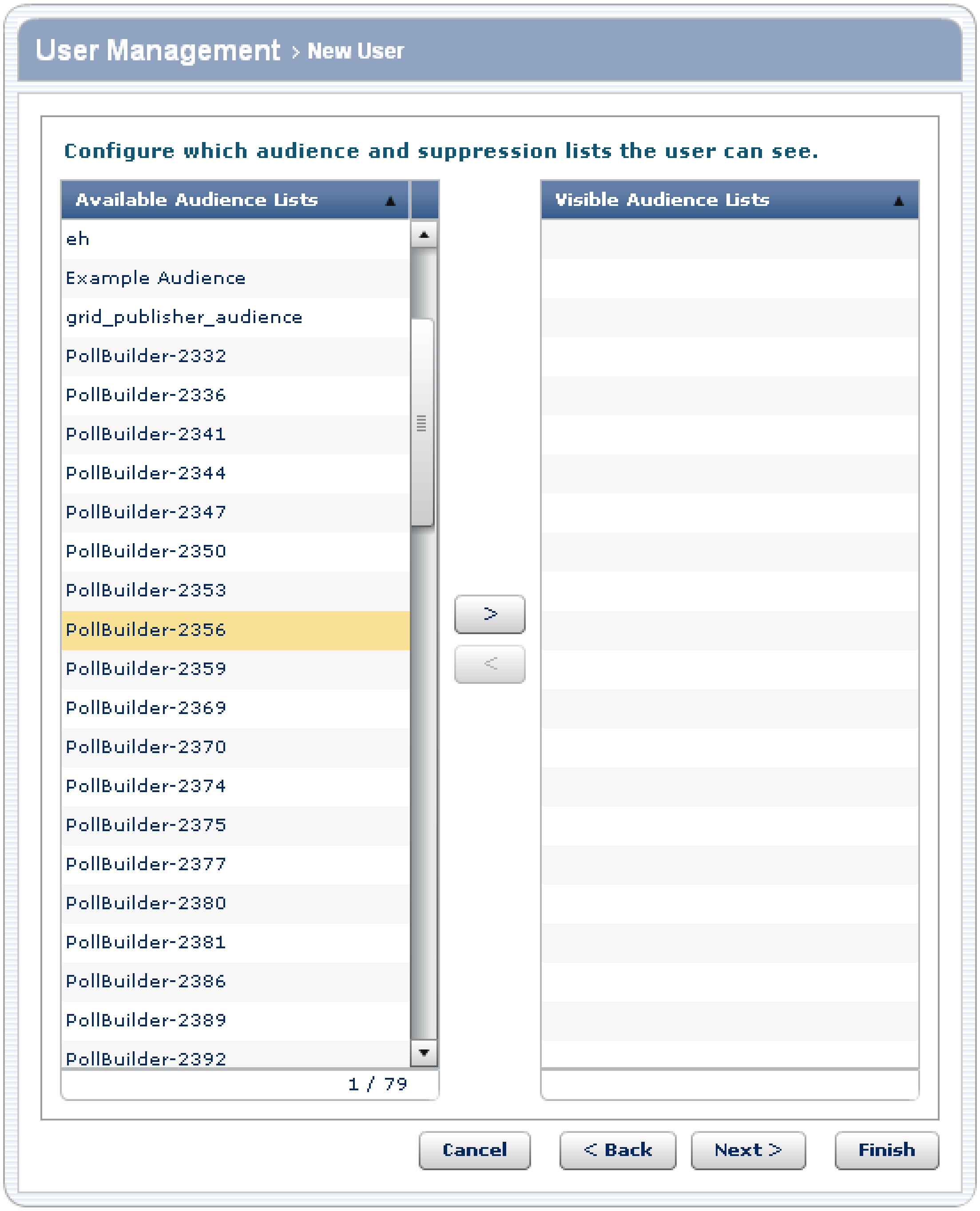
To specify which applications are visible:

1 Perform the appropriate actions in the previous table.

2 Do one of the following:

- § Click **Finish** to create the user.
- § Click **Back** to return to specifying which clients are visible to the user.
- § Click **Next** to specify additional preferences.
- § Click **Cancel** to go back to the list of users without creating this user.

Specifying Which Audience Lists Are Visible



You select the audience lists a user can see from the list of Available Audience Lists.

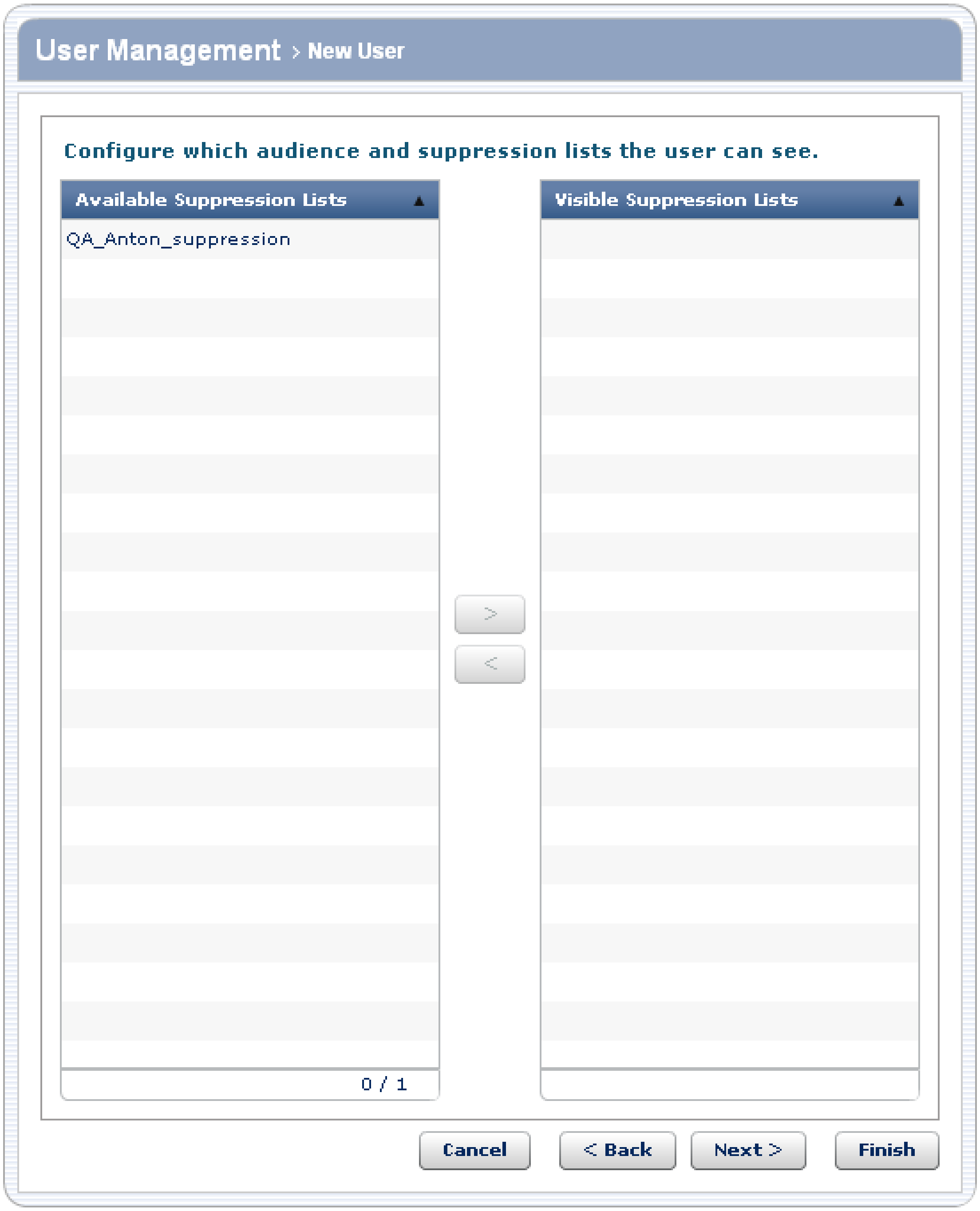
To...	Do this...	Details
Make an audience	1 Select the audience list(s) from the	Only the audience lists that are

list visible	Available Audience Lists. 2 Click the right arrow.	visible to you appear in the list. This means that you cannot give a user permission to use a suppression list that you don't have permission to use. To select multiple audience lists, select one list, and then while holding down the Ctrl key, select another list. To select multiple contiguous lists, select the first list, and then while holding down the Shift key, select the last contiguous list.
Make an audience list invisible	1 Select the audience list(s) from the Visible Audience Lists. 2 Click the left arrow.	You can select multiple lists as indicated above.

To specify which audience lists are visible:

1. Perform the appropriate actions in the previous table.
2. Do one of the following:
   - Click **Finish** to create the user.
   - Click **Previous** to return to specifying which applications are visible to the user.
   - Click **Next** to specify additional preferences.
   - Click **Cancel** to go back to the list of users without creating this user.

Specifying Which Suppression Lists Are Visible



You select the suppression lists a user can see from the list of Available Suppression Lists.

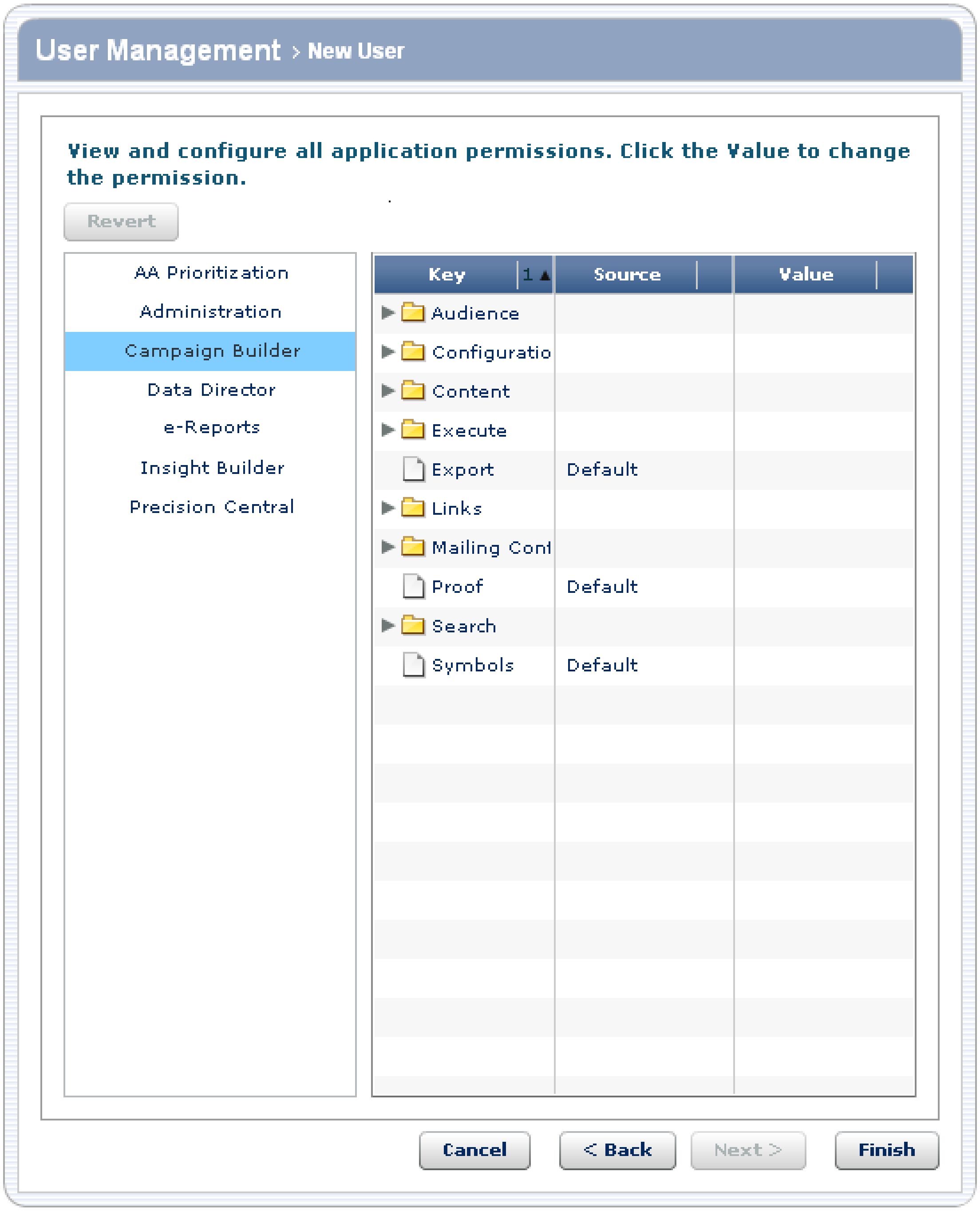
To...	Do this...	Details
Make a suppression	1 Select the suppression list(s) from	Only the suppression lists that

list visible	the Available Suppression Lists. 2 Click the right arrow.	are visible to you appear in the list. This means that you cannot give a user permission to use a suppression list that you don't have permission to use. To select multiple suppression lists, select one list, and then while holding down the Ctrl key, select another list. To select multiple contiguous lists, select the first list, and then while holding down the Shift key, select the last contiguous list.
Make a suppression list invisible	1 Select the suppression list(s) from the Visible Suppression Lists. 2 Click the left arrow.	You can select multiple lists as indicated above.

To specify which suppression lists are visible:

1. Perform the appropriate actions in the previous table.
2. Do one of the following:
   - Click **Finish** to create the user.
   - Click **Back** to return to specifying which audience lists are visible to the user.
   - Click **Next** to specify additional preferences.
   - Click **Cancel** to go back to the list of users without creating this user.

Specifying Which Features Are Visible



Within each application that the user can use, you can enable, disable, or specify the default value for individual features and settings.

To...	Do this...	Details
Disable a feature	1 Select the application. 2 Select the feature. 3 In the Value column, select "no."	You can only disable features for which "no" is an available value in the Value column.
Enable a feature	1 Select the application. 2 Select the feature. 3 In the Value column, select "yes."	
Specify the default value of a feature	1 Select the application. 2 Select the feature. 3 In the Value column, select a value.	
Use the default values and permissions for this user	♦ Click **Revert.**	

To specify which audience lists are visible:

1 Perform the appropriate actions in the previous table.

2 Do one of the following:

- Click **Finish** to create the user.
- Click **Back** to return to specifying which applications are visible to the user.
- Click **Cancel** to go back to the list of users without creating this user.

Editing Users

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Editing a User

You can edit an existing user by doing the following:

1 View the list of users.

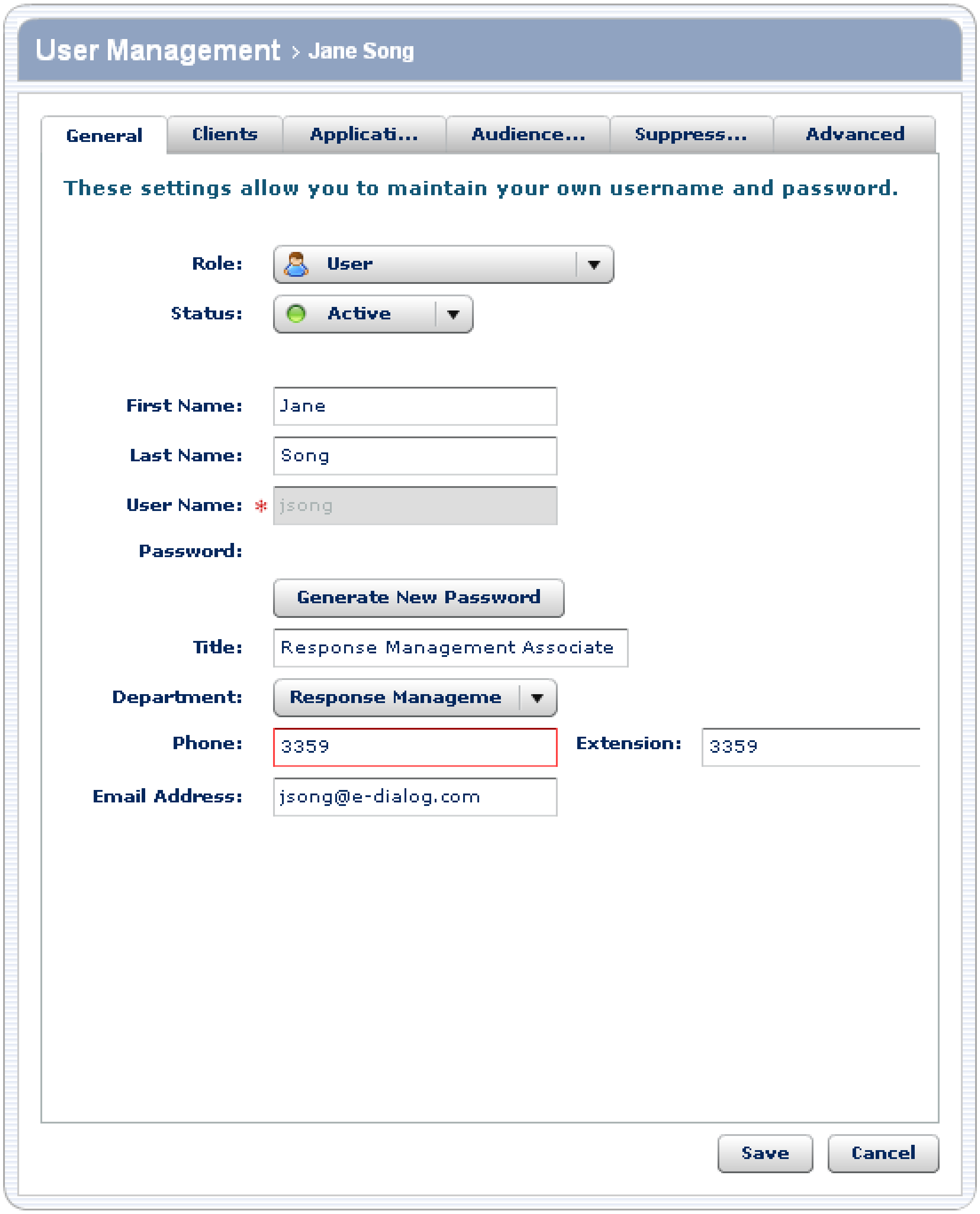
2 Click **Edit User.**

3 Click the appropriate tab to change the user permissions, as follows:

- **General** - Basic user information, including the role, status, and identifying user information
- **Clients** - Client(s) the user can access
- **Applications** - Applications the user can access
- **Audience Lists** - Audience lists the user can use
- **Suppression Lists** - Suppression lists the user can user
- **Advanced** - Features and default setting of the applications that the user can use

4 Click **Save.**

Modifying User Information



To modify user information:

1 Assign a role.

For most users, you select **User** as the role. However, if you want the user to be able to create and update users, assign them to the **Domain Administrator** role.

2 Assign a status.

Usually, you select the **Active** status. However, if you do not want the user to have access to the applications, features, and audiences, you specify **Inactive** or **On Hold** as the status. Generally, you select Inactive to deny access to a user permanently; On Hold is for temporary use.

3 Modify information about the user, as applicable, including:

§ First and last name

§ User name

Note: The user name must be unique.

§ Title and department

§ Contact information, including phone number and e-mail address.

4 When you have completed providing the information, do one of the following:

§ Click **Save** to update the user information.

§ Click the appropriate tab to modify additional preferences.

§ Click **Cancel** to go back to the list of users without modifying the information for this user.

Modifying Which Clients Are Visible

Typically, you make one client visible to a user; however, you can make multiple clients visible to a user. All of the clients in the list are visible to the current user.

Note: The **Filter** button is visible only to Global Administrators.

To...	Do this...	Details
Add a client to the list of visible clients	1 Click **Add.** 2 Select the client(s) to add to the list.	The clients that appear in the list are those that you have permission to see.
Make a client invisible to the user	1 Highlight the client. 2 Click **Delete.**	
Make the selected client the one that is visible to all users that you create by default	1 Highlight the client. 2 Click **Use As Default.**	You can make clients other than the default visible or invisible for each user.

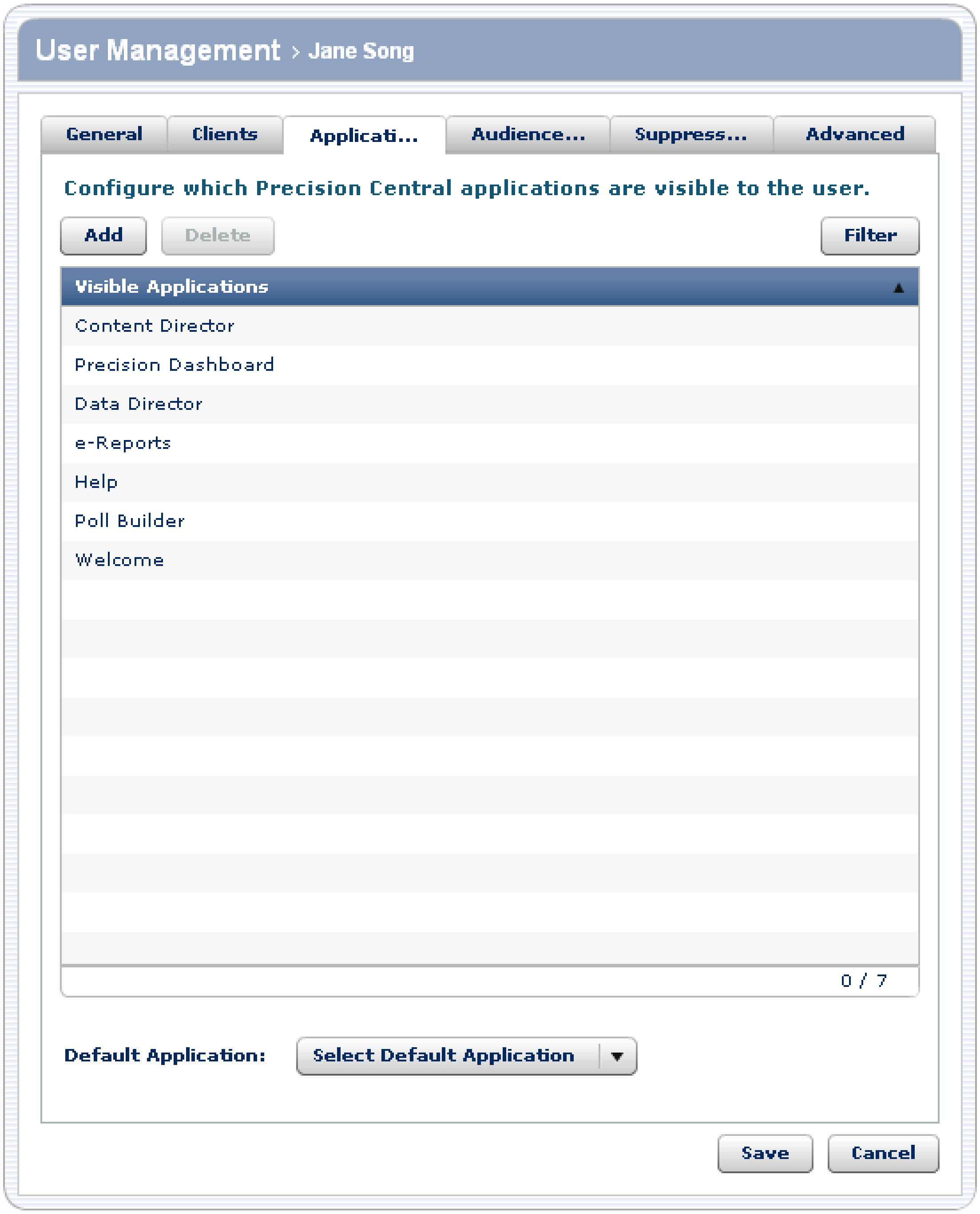
To modify which clients are visible to this user:

1 Change the clients list, as indicated in the previous table.

2 Do one of the following:

- Click **Save** to update the user information.
- Click the appropriate tab to modify additional preferences.
- Click **Cancel** to go back to the list of users without modifying the information for this user.

Modifying Which Applications Are Visible



You select the applications that the user can see from the list of Visible Applications.

To...	Do this...	Details
Add an application to the list	1 Click **Add**.	Only the applications that

of applications that are visible to the user	2 Select the application(s) to add.	are visible to you appear in the list. This means that you cannot give a user permission to use an application that you don't have permission to use. In addition, if the default list does not include all of the possible visible applications, you can add an application to make it visible to a particular user.
Remove an application from the list of applications that are visible to the user	1 Select an application. 2 Click **Delete.**	To select multiple applications, select one applications, and then while holding down the Ctrl key, select another application. To select multiple contiguous applications, select the first application, and then while holding down the Shift key, select the last application to select.
Set the list of applications as the default list for subsequent users	1 Add and remove applications so that the list includes the applications you intend. 2 Click **Use As Default.**	The default list includes the applications you want to be visible to most users. You can then add or remove applications to make them visible to specific users.
Narrow the list of applications that appear in the list	1 Click **Filter.** 2	

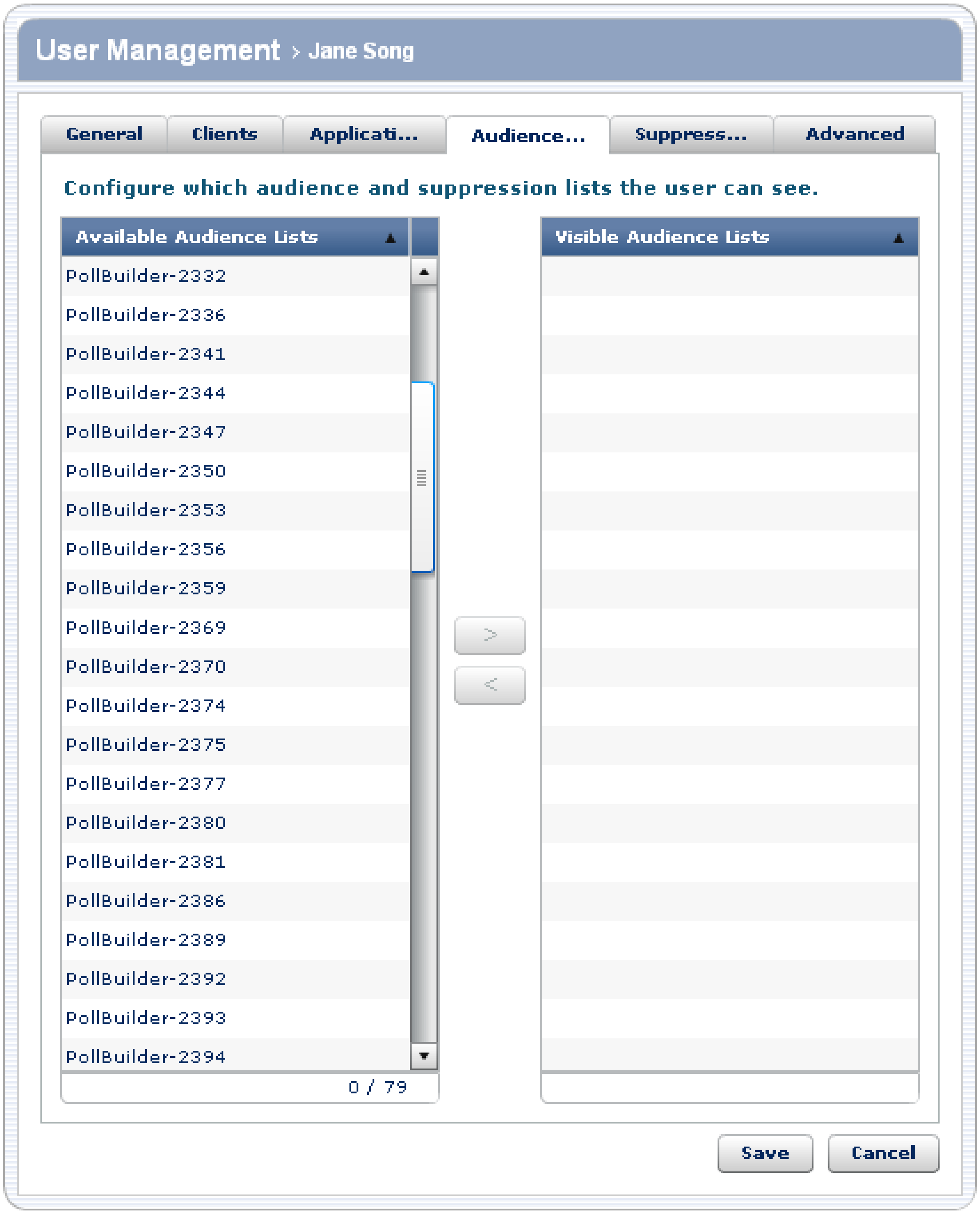
To modify which applications are visible to this user:

1 Perform one of the actions in the previous table.

2 When you have completed providing the information, do one of the following:

- § Click **Save** to update the user information.
- § Click the appropriate tab to modify additional preferences.
- § Click **Cancel** to go back to the list of users without modifying the information for this user.

Modifying Which Audience Lists Are Visible



You select the audience lists a user can see from the list of Available Audience Lists.

To...	Do this...	Details
Make an audience	1 Select the audience list(s) from the	Only the audience lists

list visible	Available Audience Lists. 2 Click the right arrow.	that are visible to you appear in the list. This means that you cannot give a user permission to use a suppression list that you don't have permission to use. To select multiple audience lists, select one list, and then while holding down the Ctrl key, select another list. To select multiple contiguous lists, select the first list, and then while holding down the Shift key, select the last contiguous list.
Make an audience list invisible	1 Select the audience list(s) from the Visible Audience Lists. 2 Click the left arrow.	You can select multiple lists as indicated above.

To modify the audiences a user can see:

1. Perform one of the actions in the previous table.
2. When you have completed providing the information, do one of the following:
   - Click **Save** to update the user information.
   - Click the appropriate tab to modify additional preferences.
   - Click **Cancel** to go back to the list of users without modifying the information for this user.

Modifying Which Suppression Lists Are Visible

You select the suppression lists a user can see from the list of Available Suppression Lists.

To...	Do this...	Details
Make a suppression	1 Select the suppression list(s) from	Only the suppression

list visible	the Available Suppression Lists. 2 Click the right arrow.	lists that are visible to you appear in the list. This means that you cannot give a user permission to use a suppression list that you don't have permission to use. To select multiple suppression lists, select one list, and then while holding down the Ctrl key, select another list. To select multiple contiguous lists, select the first list, and then while holding down the Shift key, select the last contiguous list.
Make a suppression list invisible	1 Select the suppression list(s) from the Visible Suppression Lists. 2 Click the left arrow.	You can select multiple lists as indicated above.

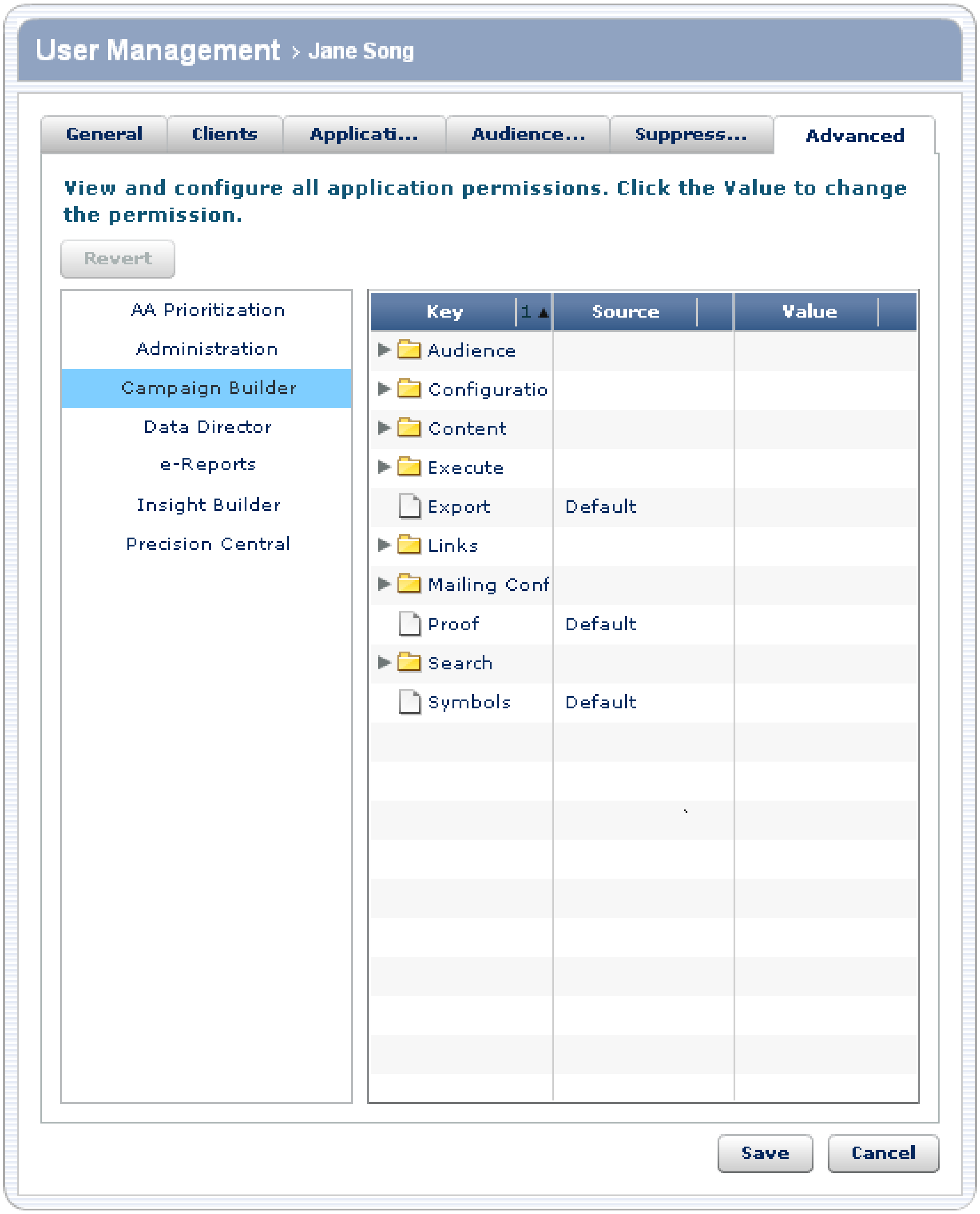
To modify the audiences a user can see:

1 Perform one of the actions in the previous table.

2 When you have completed providing the information, do one of the following:

- § Click **Save** to update the user information.
- § Click the appropriate tab to modify additional preferences.
- § Click **Cancel** to go back to the list of users without modifying the information for this user.

Modifying Which Features Are Visible



To...	Do this...	Details
Disable a feature	1 Select the application. 2 Select the feature.	You can only disable features for which "no" is an available value in

	3 In the Value column, select "no."	the Value column.
Enable a feature	1 Select the application. 2 Select the feature. 3 In the Value column, select "yes."	
Specify the default value of a feature	1 Select the application. 2 Select the feature. 3 In the Value column, select a value.	

To modify the features a user can see:

1 Perform one of the actions in the previous table.

2 When you have completed providing the information, do one of the following:

- § Click **Save** to update the user information.
- § Click the appropriate tab to modify additional preferences.
- § Click **Cancel** to go back to the list of users without modifying the information for this user.

Applying Permissions from Another User

To apply the permissions from one user to another user:

1 View the list of users.

2 Select the user to whom you want to apply the permissions.

3 Click **Inherit Preferences.**

4 Select the user whose permission to apply to the selected user.

5 Click **Apply.**

Note: If you are currently logged in as a Domain Administrator, you can only perform the Inherit Preferences action on users with the User role; you cannot perform the Inherit Preferences action on yourself.

Removing Blocking

If a user performs certain actions, for example attempting to log in with an incorrect user name or password a specific number of times, User Management blocks their access to e-Dialog Precision Central applications.

To remove the block on the user:

1 View the list of users.

2 Click **Remove Blocking.**

3 Select the user(s) for whom you want to remove the block.

4 Click **Clear.**

To remove the block on an IP address:

1 Click the **Bad IP** tab.

2 Select the IP.

3 Click **Clear.**

Application Permissions and Preferences

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Campaign Builder 7 Permissions

The sections in this document are not organized to match the permission groups in User Management. For the most part, they are intended to correspond to the cell tabs in Campaign Builder.

To find information about a specific permission, try to map it to the corresponding Campaign Builder page. For example, to control which mailings are accessible to a particular user, see ***Mailing Permissions*** (on page 42). To control which cells are accessible to a particular user, see ***Configuration Tab*** (on page 43).

General Permissions

Area	Description	Permission
Time	Time zone to use	Configuration > Time Zone
	Format to use to display time	Configuration > Time Display
Permissions	Whether the user can use Quick Test	Configuration > Can Use Quick Test
	Whether the user can view the Cell Toolbar	Configuration > Show Cell Toolbar
Migration	Whether the user can use previous Campaign Builder preferences when using Campaign Builder 6	Configuration > Inherit CB5 Preferences
	Whether the user can migrate existing mailings to Campaign Builder 6	Configuration > Can Migrate Old Mailings

Search	Whether the user can see all client mailings	Search > Search Superuser
	Start date to display in the search filter (days before today)	Search > Date Range Start
	End date to display in the search filter (days after today)	Search > Date Range End
DNS	DNS for the return address	Configuration > Mailbox DNS
	DNS for links in the e-mail	Configuration > Redirect DNS
Meter Queue	Whether to display the meter queue	Configuration > Show Meter Queue
Cell Configuration	Whether the user can see all configuration options for a cell	Configuration > Cell Configuration Super User
	When to stop checking for HTML capability	Configuration > Detect Expires
Feeder Risk	Whether the user can see the feeder risk field	Configuration > Feeder Risk
	Default feeder risk value for new cells	Configuration > Feeder Risk Value
Mailing Priority	Whether the user can specify the mailing priority	Configuration > Priority
	Default value of the mailing priority	Configuration > Priority Value

Mailing Permissions

Area	Description	Permission
Channel	Allowed e-mail channels	Mailing Configuration > Mailing Channels
Type	Allowed e-mail types	Mailing Configuration > Mailing Types

Categories (UDFs)	Whether the user can select this mailing category	Mailing Configuration > UDF*x* Select (where *x* is a value between 1 and 5, inclusive)
	Values the user can select for this mailing category	Mailing Configuration > UDFx Permissions (where *x* is a value between 1 and 5, inclusive)
	Category value selected by default	Mailing Configuration > UDF*x* Default (where *x* is a value between 1 and 5, inclusive)

Configuration Tab

The following permissions set values and defaults that appear in the cell Configuration Tab of Campaign Builder.

Area	Description	Permission
Categories	Whether the user can select this cell category	Configuration > UDF*x* Select (where *x* is a value between 1 and 5, inclusive)
	Values the user can assign to this cell category	Configuration > UDF*x* Permissions (where *x* is a value between 1 and 5, inclusive)
	Category value selected by default	Configuration > UDF*x* Default (where *x* is a value between 1 and 5, inclusive)
Unsub	Unsub templates the user can access	Configuration > Unsub Permissions
	DNS to use for unsub link	Configuration > Unsub DNS
Forward-to-a-Friend	Forward-to-a-Friend templates the user can access	Configuration > FTF Permissions

Deliverability	Whether the user can turn deliverability monitoring on or off	Configuration > Deliverability Monitoring Select
	Whether deliverability monitoring is on or off	Configuration > Deliverability Monitoring Default
URL Redirect Expiration	Whether the user can specify the URL redirection expiration value	Configuration > Redirect Expiration
	Number of days to keep URL redirection in effect	Configuration > Redirect Expiration Value
Optional Headers	Whether the user can enter optional headers	Configuration > Optional Headers
	Default value of optional headers	Configuration > Optional Headers Value
Web Analytics	Whether the user can see Web Analytics	Configuration > Display Web Analytics
	Default value that appears in the Web Analytics drop-down	Configuration > Web Analytics Default

Audience Tab

The following permissions set values and defaults that appear in the cell Audience Tab of Campaign Builder.

Area	Description	Permission
Advanced Export Options	Whether the user can select Advanced Export Options	Audience > Advanced Export
Audience	Audience lists the user can view	Audience > Audience Permissions
	Whether the user can see all audience/suppression lists with no limitations	Audience > Audience Superuser
Suppress Wireless Domains	Whether the user can select the Suppress Wireless Domains value	Audience > Commercial Flag
	Suppress Wireless Domains value	Audience >

		Commercial Flag Value
Deduping Criteria	Criteria the user can use to remove duplicates	Audience > Default Dedupe Expression
Unsub Suppression	Whether the user can select the Undeliverable Suppression value	Audience > Override Undel Suppression
Undeliverable Suppression	Whether the user can select the Unsub Suppression value	Audience > Override Unsub Suppression
Suppression	Suppression lists the user can view	Audience > Suppression Permissions
Default Suppression List	Mandatory suppression lists assigned on a per user basis	Audience > Default Suppression List

Content Tab

The following permissions set values and defaults that appear in the cell Content Tab of Campaign Builder.

Area	**Description**	**Permission**
Content	Whether the user can read and write content and can assign users permission to read and write individual content objects	Content > Administrator

Links Tab

The following permissions set values and defaults that appear in the cell Links Tab of Campaign Builder.

Area	**Description**	**Permission**
Categories	Whether the user can select this URL category	Links > UDF*x* Select (where *x* is a value between 1 and 5, inclusive) Set the value of this permission to yes to change from a text box to a drop-down list.

	Values the user can assign to this URL category	Links > UDF*x* Permissions (where *x* is a value between 1 and 5, inclusive)
	Category value selected by default	Links > UDFx Default (where *x* is a value between 1 and 5, inclusive)

Proof Tab

The following permissions set values and defaults that appear in the cell Proof Tab of Campaign Builder.

Area	Description	Permission
Send proof e-mails	Whether the user can send proof e-mails	Proof

Export Tab

The following permissions set values and defaults that appear in the cell Export Tab of Campaign Builder.

Area	Description	Permission
Create data file	Whether the user can generate the export data file	Export

Execute Tab

The following permissions set values and defaults that appear in the cell Execute Tab of Campaign Builder.

Area	Description	Permission
Send e-mail	Whether the user can send final e-mail	Execute > Send Mail

Content Library Permissions

Area	Description	Permission
Notifications	e-mail address to send e-mail to when the content has been validated by e-Dialog	Validation Notification
Categories	Whether the user can view this content category	Content UDF*x* View (where *x* is a value between 1 and 5, inclusive)
	Whether the user can select the value for this category	Content UDF*x Select* (where *x* is a value between 1 and 5, inclusive)
	Values the user can select for this category	Content UDF*x* Permissions (where *x* is a value between 1 and 5, inclusive)
	Default value for this category	Content UDF*x* Default (where *x* is a value between 1 and 5, inclusive)

Data Director Permissions

Area	Description	Permission
Permissions	Users who can assign permissions to lists	Super Users
	Default date range to determine which audience lists appear in the list of audiences	List Search Date Range
User Permissions	Whether the user can assign permissions to others	Edit Permissions
	Whether the user can see a list of users that have access to an audience	List Permissions
	Whether the newly created list is added to the user's audience permissions	Add to Audience Permissions
	List of users that can assign	User List

	list permissions	
List management	Whether the user can create an audience list	Create List
	Whether the user can edit an audience list	Edit List
	Whether the user can delete an audience list	Delete List
	Whether the user can clone an audience list	Clone List
Data management	Whether the user can upload or import data to the Master Database	Import Data
	Whether the user can import data to the Master Database without overwriting existing data	Import No Overwrite
	Whether the user can import data to the Master Database, overwriting existing data, but not with null values	Import Limited Overwrite
	Whether the user can import data to the Master Database, allowing existing data to be replaced by null values	Import Full Overwrite
	Whether the user can elect to make the first letter in the first word of each field capitalized when importing data to the Master Database	Import Initial Cap
	Whether the user can export data from the Master Database	Export Data
	Whether the user can use values in a column to identify a list	Use List Key
	e-mail address to send notification to when a data export is complete	Notification
	Default location to which data files are uploaded	Upload Data File Basepath

	Location to which uploaded files are moved for processing	Import Basepath

eReports Permissions

Area	Description	Permission
Filtering Mailing List by Date	Start date to use to determine mailings to display in the mailing list	Date Range Start
Filter Mailing List by Categories	Whether the user can see this mailing category	Mailing UDFx View (where *x* is a number between 1 and 10, inclusive)
	Whether the user can select values for this mailing category	Mailing UDFx Select (where *x* is a number between 1 and 10, inclusive)
	Value selected for this category by default	Mailing UDFx Default (where *x* is a number between 1 and 10, inclusive)
	Values the user can select for this mailing category	Mailing UDF*x* Permissions (where *x* is a number between 1 and 10, inclusive)
Reports	Reports that the user can view	Report Permissions
	View to use for eReports	Reporting View
	Whether the user can update the report on demand	Can Refresh Report
	Whether the user can view a chart to represent a mailing's statistics	Visual eReports
	Table to use for eReports	Report Table
	Columns to include in reports	Reporting Columns
	Whether the user can see custom columns	Custom Columns
	Column to use to sort	Order By Column

	Whether the user can see the URL categorization report	Category Report
	Whether the user can refresh reports that contain URL categorization	Categories On Refresh
	Symbol to put in front of currency	Currency Prefix
Pulse Reports	Whether the user can view Pulse Reports	Pulse Report
	Whether the user can see the Pulse Reports link	Show Pulse Report Link
Sorting	Whether to sort in ascending or descending order	Order By
	Column to use to sort	Order By Column

Insight Builder Permissions

Area	Description	Permission
Queries	Whether the user can create a query	Create Query
	Whether the user can delete a query	Delete Query
Audience	Whether the user can split audiences	Advanced Audience
	Whether the user can set views for others (limited to Insight Builder Super Users)	Uses Views
Lists	Whether the user can create an audience list	Create List

Precision Central Permissions

Area	Description	Permission
Dates and Time	Default format for dates	Profile > Date Format

	Whether to display time in 12 or 24 hour format	Profile > Time Format
	Time zone to use	Profile > Time Zone
	Whether to use Daylight Savings Time	Profile > DST
Clients	Clients that the user can see	Available Clients
	Client the user sees by default	Profile > Default Client
Applications	Application that the user sees after logging in to Precision Central	Default Application
	Applications that the user has access to	Available Applications
	Whether the user can use *application name*	Applications > *application name*
	List of contacts, including Account Team	Profile > Contacts
Permissions	Whether the user can see Help	Profile > Help On
	Whether the user can see User Profile link	Profile > Modify User Profile
	List of clients that appears in the drop-down	Profile > My Clients
	Whether to require HTTPS	Profile > Require HTTPS
	Whether the user is internal or external	Profile > User Type

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