

# Managing Access to Secure Data

## **Basics**

See the [SAR-Hub Basics](#) document for help on logging in, navigating to the Agency and Member detail pages, as well the common editing wizards found on many pages. This and other documents are available on the <https://www.sar-hub.com/about> page.

## **Privacy**

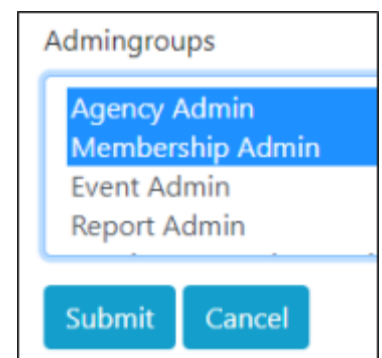
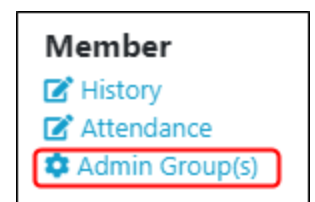
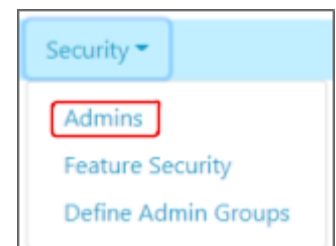
Each person can manage who can see their personal data. See the [SAR-Hub My Profile](#) document for where those settings are found. By default, anyone in the same agency can see the name of another member on a member list. The person can change that to “Viewable by” to “Member of Any Agency” if they want to appear in the Directory. The person can also change the settings on each email address and telephone to indicate whether they are viewable by those outside of the agency (in which case they will be viewable in the Directory and in the position list on the Agency Detail page).

## **Admin Access Control**

Admins can be assigned within the agency via the security menu. To assign a new member to an admin group click the “Add” button.

Admin groups can also be added to a member via the Member Detail page. Click “Admin Group(s)” in the left menu bar.

Click on the desired groups while holding the CTRL or Command key down and click Submit. To remove all groups, click on one group, then hold the CTRL or Command key down and click the same group again.



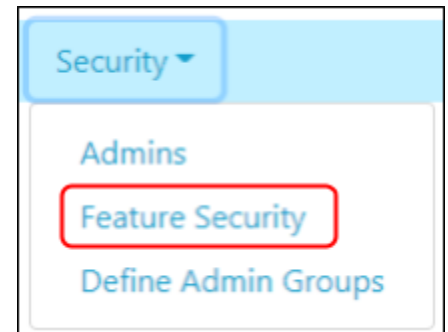
## Assign Admin Group to Feature

By default, SAR-Hub has assigned the following features to the given Admin Groups.

Feature	Admin Group
Agency	Agency Admin
Agency_Member	Membership Admin
Agency_Admin	Agency Admin
Member_Status_Codes	Membership Admin
Member_Category_Codes	Membership Admin
Custom_Data	Agency Admin
Event	Event Admin
DateAlert	Membership Admin
Qualification_History	Membership Admin
Report	Report Admin

To override the default Admin Group for a feature:

- From the Agency Detail Security dropdown menu, select "Feature Security"



- Click the Edit icon (the pencil) beside the feature

### Agency: Sample Agency

#### Feature Security

	Feature	Custom/Default	Admin Group
	Agency	Default	Agency Admin
	Agency_Member	Default	Membership Admin
	Agency_Admin	Default	Agency Admin
	Member_Status_Codes	Default	Membership Admin
	Member_Category_Codes	Default	Membership Admin
	Custom_Data	Default	Agency Admin
	Event	Default	Event Admin
	DateAlert	Default	Membership Admin
	Qualification_History	Default	Membership Admin
	Report	Default	Report Admin

- Select the new Admin Group and click Submit




**Agency: Sample Agency**  
**Create Custom Feature Security: Event**

Admin Group\*

- To reset the admin group to the system default, click the refresh button.

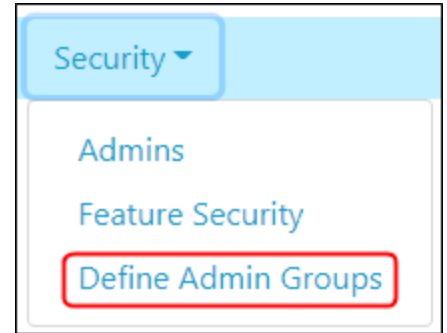
**Agency: Sample Agency**  
**Feature Security**

	<b>Feature</b> ⇅	<b>Custom/Default</b> ^	<b>Admin Group</b> ⇅
 	Event	Custom	Membership Admin
	Agency	Default	Agency Admin

## Custom Admin Group

To create a custom Admin Group:

- From the Agency Detail Security dropdown menu, select “Define Admin Groups” .



- Enter the name of the new group.
- Click “Add another” to add more than one.
- Click “Remove” to remove a group. You won’t be able to remove a group if it’s been assigned to a feature.

### Agency: Sample Agency

#### Admin Groups

The default Admin Groups are:

- Agency Admin
- Membership Admin
- Event Admin
- Report Admin
- Receives Date Alert Notifications

Add others as needed for your agency. You can not remove an Admin Admin that is in use.

#### Admin Groups

Seq no*	Name*	
<input type="text" value="10"/>	<input type="text"/>	<a href="#">Remove</a>

Sort order for codes      Enter the code text.

[Add another](#)

Custom groups can be assigned to features (See “Assign Admin Group to Feature” above), and members can be assigned to the new custom group (see “Admin Access Control” above).