

Access Management

The Access Management module is responsible for managing users, roles, and permissions within the portal.


This section is used to manage each user's access and privileges according to their assigned role.

- [Permissions](#)
- [Roles](#)
- [Users](#)
- [Menu permissions](#)

Permissions

The **Permissions** section shows a detailed list of all the permissions available on the portal, indicating which ones are active and which ones are disabled.

IMPORTANT: If you want to create a new permission, you must notify the person in charge of **NEXUS** administration, as internal software development is required to associate that permission with specific elements of the portal.

To **search for a permission**, click on the magnifying glass icon , and to clear the filter, use the “X” icon.

Permissions Management		
Search...		
<input type="button" value="x"/> <input type="button" value="q"/>		
Name	Code	Status
List	LIST	Enabled
Insert	INSERT	Enabled
Edit	EDIT	Enabled
Delete	DELETE	Enabled
Edit Test Date after completed status	EDIT_TEST_DATE_AFTER_COMPLETED_STATUS	Enabled

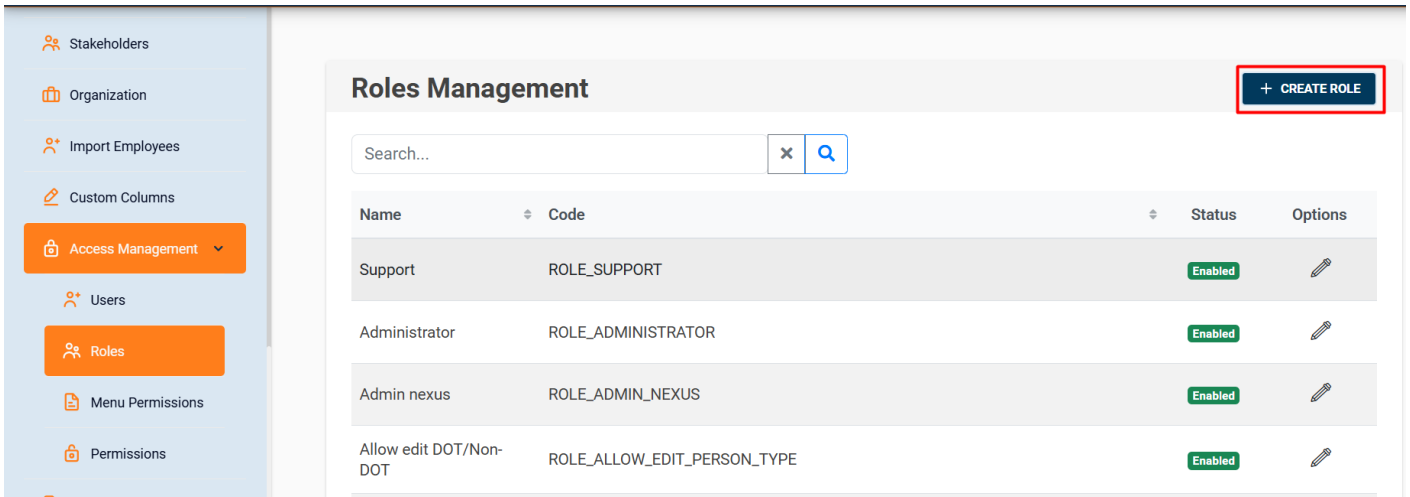
Showing 1 to 5 of 5 entries

« < 1 > »

Roles

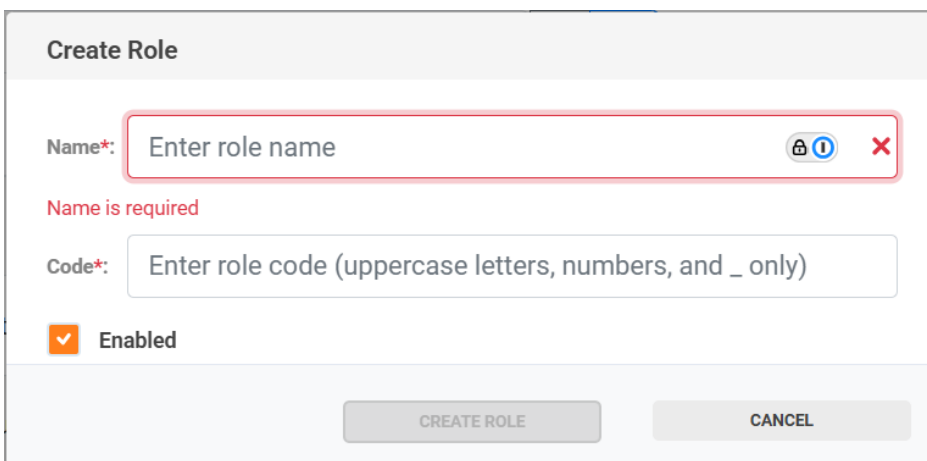
In the **Roles** section, you can **create, edit, and list** the roles that exist in the system.

To create a role, you only need to provide the name and code. The code must be written in uppercase letters, and spaces must be replaced with underscores (_).



The screenshot shows the 'Roles Management' interface. On the left is a sidebar with navigation options: Stakeholders, Organization, Import Employees, Custom Columns, Access Management (selected), Users, Roles, Menu Permissions, and Permissions. The main area is titled 'Roles Management' and features a search bar and a '+ CREATE ROLE' button. Below is a table listing roles:

Name	Code	Status	Options
Support	ROLE_SUPPORT	Enabled	
Administrator	ROLE_ADMINISTRATOR	Enabled	
Admin nexus	ROLE_ADMIN_NEXUS	Enabled	
Allow edit DOT/Non-DOT	ROLE_ALLOW_EDIT_PERSON_TYPE	Enabled	



The 'Create Role' form contains the following fields and options:

- Name*:** A text input field with the placeholder 'Enter role name'. It includes a lock icon, an information icon, and a clear (X) icon. A red border highlights this field.
- Name is required**: A red error message below the name field.
- Code*:** A text input field with the placeholder 'Enter role code (uppercase letters, numbers, and _ only)'.
- Enabled**: A checked checkbox.
- Buttons**: 'CREATE ROLE' and 'CANCEL' buttons at the bottom.

Note: Permissions are assigned to each role using the **Edit** Role option.

In the **Edit** option, you can modify the information of an existing role, activate or deactivate its availability in the system, and assign the **corresponding permissions according to the menu sections**.

Edit Role - Administrator

Name*: Administrator

Code*: ROLE_ADMINISTRATOR

Enabled

Menu Permissions Search menus...

Show menus without permissions

- > MENU - MENU (0/1)
- > HUB - Hub (0/2)
- > SETTING_SERVICE - Services (0/1)

UPDATE ROLE CANCEL

The **Menu Permissions** section only displays menu options that have already been assigned **permissions**.

If you want to view options that do not yet have permissions, click **Show Menus Without Permissions**.

Edit Role - Administrator

Name*: Administrator

Code*: ROLE_ADMINISTRATOR

Enabled

Menu Permissions Search menus...

Show menus without permissions

- > DASHBOARD - Dashboard
- > MENU - MENU (0/1)
- > HUB - Hub (0/2)
- > PRE_EMPLOYMENT - Pre-Employment
- > PRE_EMPLOYMENT_LIST - List
- > RANDOM_POOL - Random Pool
- > RANDOM_POOL_DISTRIBUTION_LIST - Distribution list

UPDATE ROLE CANCEL

Note: To assign permissions to a menu option, you must enter the **Menu permissions** (<https://wiki.nexus33.com/books/4-settings/page/menu-permissions>) module.

To assign **permissions** to a role, select the menu option; the available **permissions** will be displayed.

Check the box for the permission you want to assign and click **Update Role** to save the changes.

Edit Role - Support

Name*: Support

Code*: ROLE_SUPPORT



Enabled

Menu Permissions Search menus...

Show menus without permissions



- ▼ MENU - MENU (1/1)
 - List (LIST)
- > HUB - Hub (0/2)
- > SETTING_SERVICE - Services (0/1)

UPDATE ROLE CANCEL

To **search** for a role, click on the magnifying glass icon , and to clear the filter, use the "X" icon .

Roles Management + CREATE ROLE

support

Name	Code	Status	Options
Support	ROLE_SUPPORT	Enabled	
Receive type test activation leadership support notifications	ROLE_RECEIVE_NOTIFICATION_TYPE_TEST_ACTIVATION_LEADERSHIP_SUPPORT	Enabled	

Showing 1 to 2 of 2 entries

Users

In the **users** section, you can create, edit, and list system users.

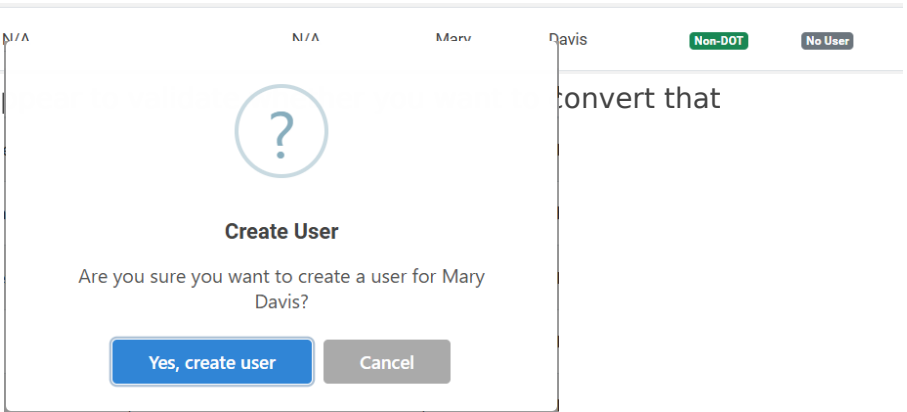
Creating users

There are two ways to create users in the system:

1. Assign permissions to an existing employee:
 - Select the “+” icon next to the employee.

- A confirmation window will appear.

employee into a portal user.



- Once the credentials have been successfully created, a temporary password will be generated and sent to the user's registered email address.

<input type="checkbox"/>	172696	mary.davis.nexus	N/A	N/A	Mary Davis	Non-DOT	Enabled
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Creating multiple users

Select several employees using the checkboxes and click on the “Create User” button to generate multiple users simultaneously.

User Management

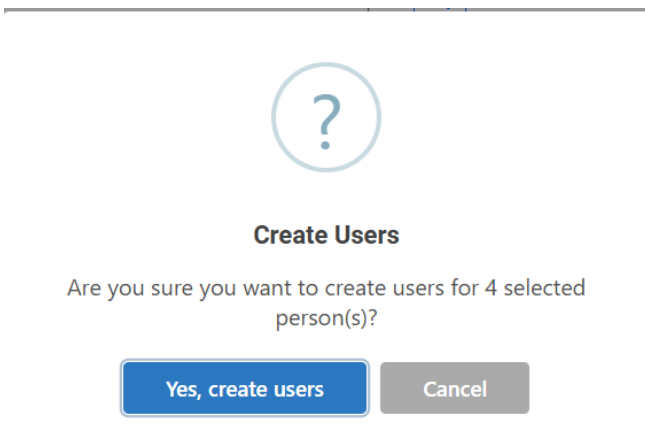
+ CREATE USER (4)

Search...



<input type="checkbox"/>	Identification	Username	Email	Work Group	First Name	Last Name	DOT/NonDOT	Status	Options
<input type="checkbox"/>	11111	melvin.rodriquez.nexus	melvin.rodriquez@nexus33.com	Administration	Melvin	Rodriguez	Non-DOT	Enabled	
<input type="checkbox"/>	33333	hector.garcia.nexus	hector.garcia@nexus33.com	Administration	hector	garcia	Non-DOT	Enabled	
<input type="checkbox"/>	44444	edin.memec.nexus	michael.tapias@nexus33.com	Administration	Michael	Tapias	Non-DOT	Enabled	
<input type="checkbox"/>	172696	mary.davis.nexus	N/A	N/A	Mary	Davis	Non-DOT	Enabled	
<input checked="" type="checkbox"/>	395709	N/A	N/A	N/A	Michael	Busch	Non-DOT	No User	+
<input checked="" type="checkbox"/>	386949	N/A	N/A	N/A	Douglas	Callahan	Non-DOT	No User	+
<input checked="" type="checkbox"/>	395759	N/A	N/A	N/A	Lucinda	Burchett	Non-DOT	No User	+
<input checked="" type="checkbox"/>	1348	N/A	N/A	N/A	Robert	Greene	Non-DOT	No User	+

A confirmation window will appear to validate whether you want to convert the selected employees into users.



<input type="checkbox"/>	395709	michael.busch.nexus	N/A	N/A	Michael	Busch	Non-DOT	Enabled	
<input type="checkbox"/>	386949	douglas.callahan.nexus	N/A	N/A	Douglas	Callahan	Non-DOT	Enabled	
<input type="checkbox"/>	395759	lucinda.burchett.nexus	N/A	N/A	Lucinda	Burchett	Non-DOT	Enabled	
<input type="checkbox"/>	1348	robert.greene.nexus	N/A	N/A	Robert	Greene	Non-DOT	Enabled	

Editing users

From the Edit option, you can:

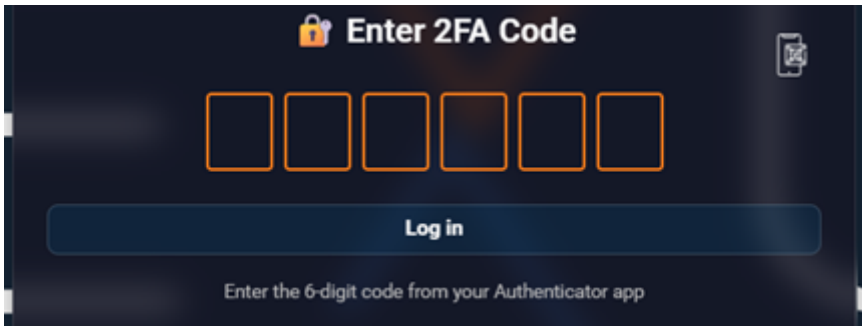
- Enable or disable a user's access to the portal.
- Enable or disable multi-factor authentication (MFA).

- Enable or disable Show QR to embed the two-factor authentication app.
- Configure the roles associated with each user.
- Allows you to reset the password for portal users in case of forgotten or lost access.

Note: If the user has never enabled multi-factor authentication, a QR code will be displayed when they log in for the first time, which they must scan with the Scanner Authenticator app.



To view the **QR** code again, click on the cell phone icon ?.




If you lose or change your device, you can re-enable the “**Show QR Code**” option to reconfigure authentication with Google Authenticator.

- Enabled
- Show QR Code
- Multi-Factor Authentication (MFA)

To **search** for a user, click on the magnifying glass icon , and to clear

User Management

+ CREATE USER (0)

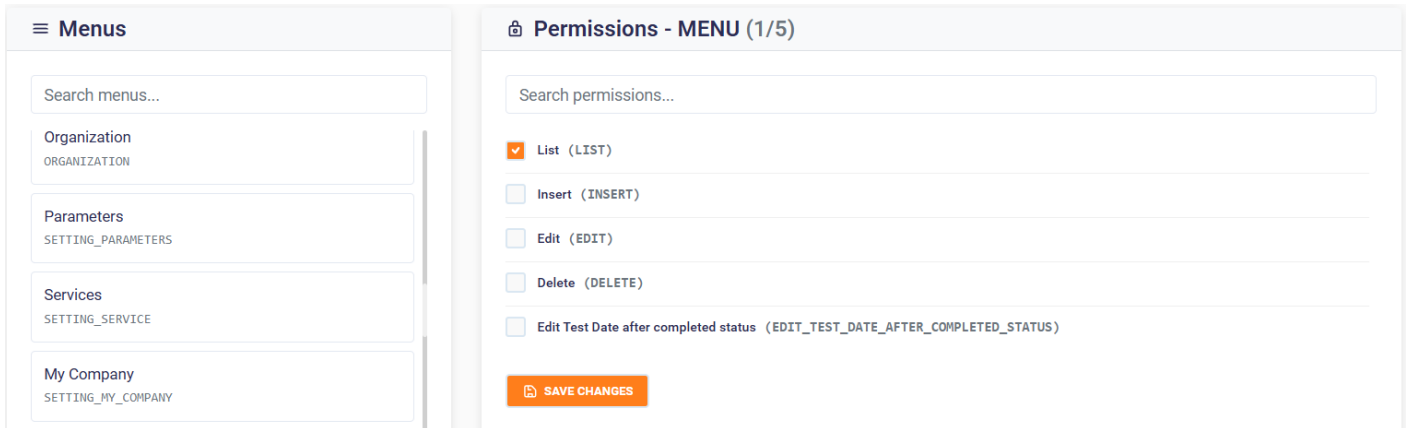
<input type="checkbox"/>	Identification	Username	Email	Work Group	First Name	Last Name	DOT/NonDOT	Status	Options
<input type="checkbox"/>	11111	melvin.rodriguez.nexus	melvin.rodriguez@nexus33.com	Administration	Melvin	Rodriguez	Non-DOT	Enabled	

Showing 1 to 1 of 1 entries

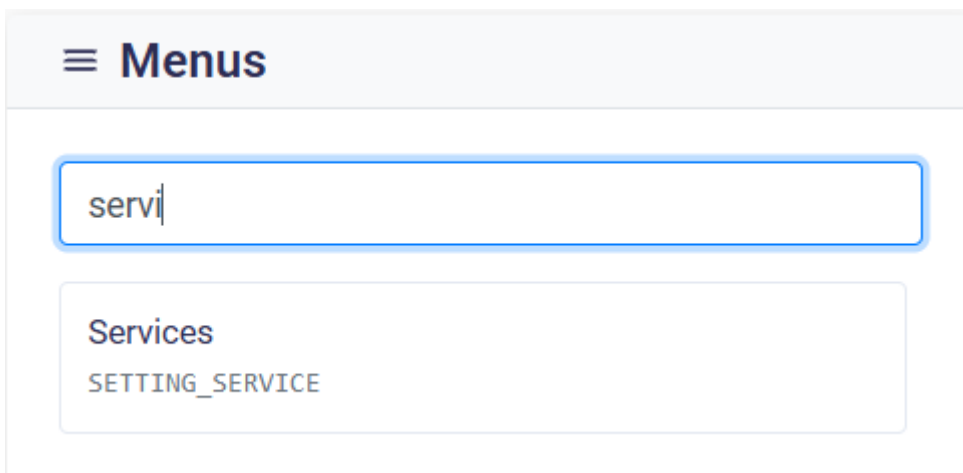
« < 1 > »

Menu permissions

Menu Permissions is the module responsible for assigning permissions to the portal menu options.



Using the **Search** Menus field, you can search for the menu option to which you want to assign permissions.



Select the menu option and, in the right-hand panel, check the box for the **permissions** you want to assign.

Finally, click **Save Changes** to save the configuration.

≡ **Menus**

ser

Services
SETTING_SERVICE

Users
SETTING_ACCESS_MANAGEMENT_USERS

🔒 **Permissions - Services (1/5)**

Search permissions...

- List (LIST)
- Insert (INSERT)
- Edit (EDIT)
- Delete (DELETE)
- Edit Test Date after completed status (EDIT_TEST_DATE_AFTER_COMPLETED_STATUS)

SAVE CHANGES



Permissions updated successfully for Services.

OK