Tab Security

Overview

Dashboard Tabs have two available security settings - Public and Private.

Access	Description
Public	This option means that your tab's security will be based on the Content Category and Sub Category it's stored in.
Private	This option means that your tab's security will be based on the Content Category and Sub Category it's stored in, as well as additional restrictions applied to the tab itself.

Tab Access

When saving your Tab you will be prompted to select the **Access** option. If you select **Public** you wont have to define any further options. If you select **Private** the **Dashboard Security** menu will become available so that you can define who has access to the tab.
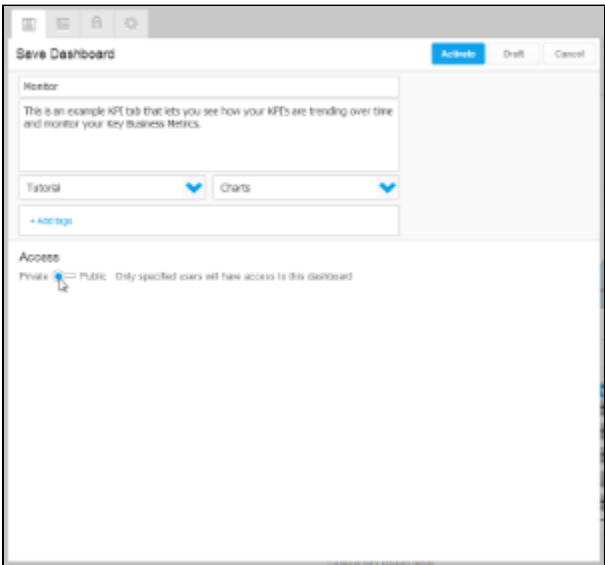

Dashboard Security

If your tab's Access has been set to Private the Dashboard Security menu will become available. Here you need to define which users have access to the tab, and what level of access.
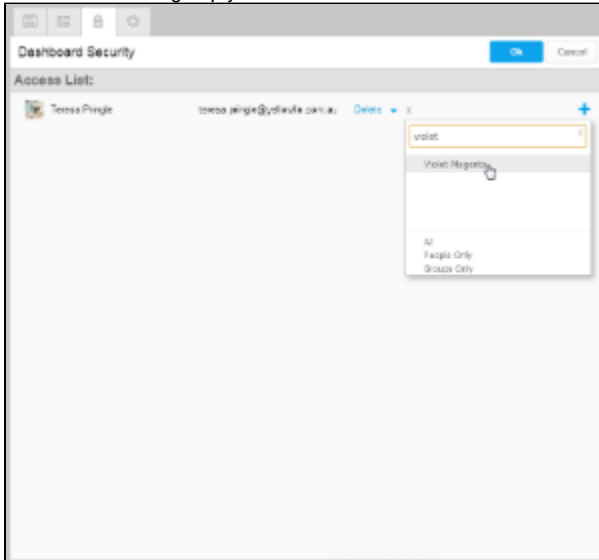
Adding Users

Once on the Dashboard Security menu you will need to define which users or groups should be added to the Access List.
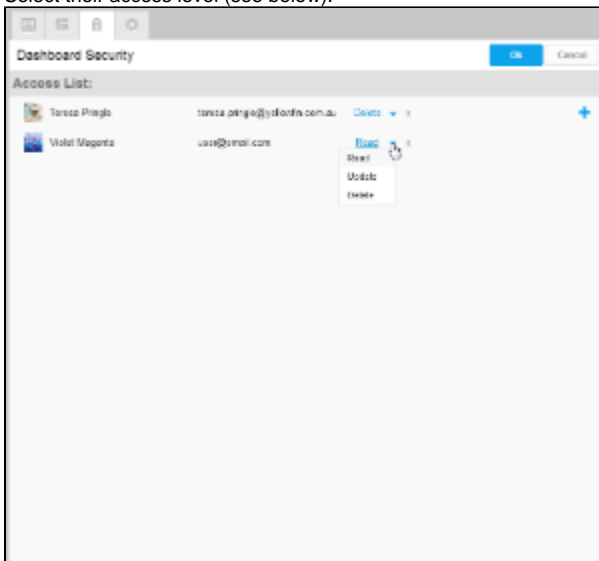To add a user:

1. Click on the **+** icon on the right of the screen to open the user search list.
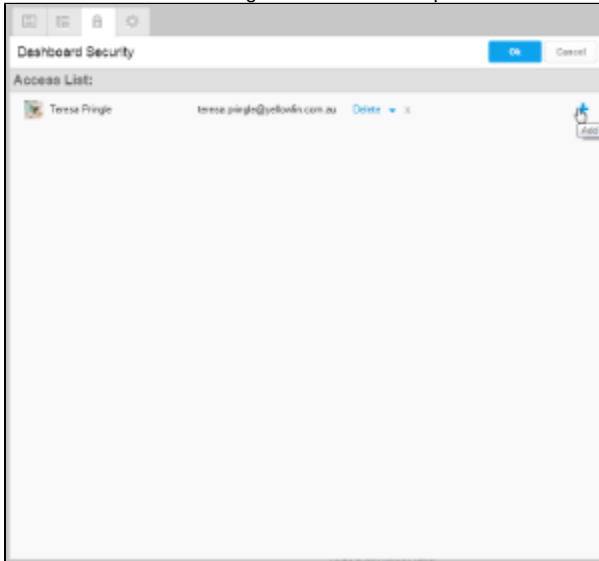
2. Locate the user or group you wish to add to the list and click on their name.

3. Select their access level (see below).

Defining Access Level

For each user or group you add to the Access List, you will need to define their permissions.

Permission	Description
Read	This allows the user to view the tab, but make no changes to it themselves.
Update	This allows the user to view and edit the tab, but prevents them from deleting it from the system.
Delete	This allows the user to view, edit, and delete the tab from the system.

Note: at least one user **must** have Delete access to the tab. This is so that there is always one user that can delete the tab from the system.