User Permissions

Setting user permissions can be done a variety of different ways.

Add Permissions by User Name

Go to System - Users

Find the user name you wish to give permissions and click on it - go the Roles tab

From here you can add the user to specific folders under the headings of "Creator Roles" or "Viewer Roles."

Creator Roles:

Within the drop down box, if folders are already created, you can choose one or multiple folders for which the user can create content (record) to.

If there are no folders created, follow these directions, Create a new folder [1].

Viewer Roles:

Within the drop down box, if folders are already created, you can choose one or multiple folders for which the user can view recordings.

If there are no folders created, follow these directions, Create a new folder [1].
Add Permissions to Folders

Click on "All Folders."

Find the Folder you want to modify permissions and click on the Share icon.
Creators are users who have access to record sessions to the folder. In this screen-shot, only Admin has access to record and create content in this folder.
If you want to add users, enter their names in the text box and click on the button “Add Users” - This will validate the account against the already existing users in your Panopto database.

Adding Active Directory Users:

If you have your server configured for Active Directory support, you can add users from your domain or by using Active Directory security groups. Adding individual accounts - Select your Active Directory from the drop down list and type in the domain username. The “domain” portion will automatically be added. Click the "Add Users" button to add the user accounts.
To add a group, click on Import group and select your security group. A list of all the users will be populated, click the "Add Users" button.
Add Permissions by Sharing

Sharing can also be done at the folder and session level.

To share a session, click on "All Sessions."

Find the session you want to modify permissions and click "Share."
Under the heading “Status” there is a status link that tell you the current security status of this particular recording. Open means that anyone can view it, secured means that only the users under the “Access” tab can view it.

Under the heading “Share” a quick, easy way to either e-mail a link to someone or to e-mail and create a viewer account. To e-mail the link, type in the recipients e-mail address and click “Send Email.”

After “Send Email” is clicked, you will have two options:
Secure and Send: Selecting this option creates viewer accounts for the e-mail addresses that were typed in above. Those users will receive an e-mail with a username/password. This also secures the individual recording.
Just Send Email: Selecting this option just sends the e-mail.
To share folders, follow the exact steps for sharing a session, but select share on folder settings instead of a session settings. See below.

User Type Breakdown

Below is a grid of which user roles have permissions to complete certain tasks.
<table>
<thead>
<tr>
<th>User Permissions</th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>View sessions (Creators/Viewers limited to recordings that they have access to)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Download podcasts (can be disabled)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Take notes (creating live notes, Creators/Viewers are limited to the sessions that they have access to)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Take notes public (can be disabled)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Search (Creator/Viewer search will be constrained to sessions that they have access to)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Can reset password / update account information (email address, First/Last Name)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Download offline copies of recordings (can be disabled)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Delete folders/sessions (Creators limited to their folders)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Download recorder</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Attach/Deattach PDF's</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Move sessions to different folder</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

* indicates enabled feature
### User Permissions

#### Schedule Recordings

- View system-wide statistics
- View statistics for any folder
- View stats for any folder

#### Viewing statistics/analytics

- Admins/videographers can view system-wide stats and stats for any folder.
- Creators can only view stats on their folders.

#### Copy/merge sessions

- Admins can change these settings on any folder.

#### Manage Folder settings (enable/disable podcasting/download, change permissions, etc)

- Admins can change these settings on any folder.

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**See note below grid**

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<table>
<thead>
<tr>
<th>Record to any Folder</th>
<th>View any session</th>
<th>Edit any session</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Create user accounts

View/Modify System Settings

Satisfied?:

Vote up!
[2]

Vote down!
[3]

Points: -13

Source URL: http://support.panopto.com/documentation/admin-and-setup/administration/user-permissions

Links:
[2] http://support.panopto.com/vote/node/204/1/voteUD/thumbs/yY5ELjbcNR4CmCRY3TAAjH16x7raS
p3j-53KzAM0jA/nojs
[3] http://support.panopto.com/vote/node/204/-1/voteUD/thumbs/5MnFk3jvYKiZpMQjPh3Bue1larYEQ
1aMMH8B18vaEU/nojs