Assigning an Access Filter

An access filter allows the user to perform actions, which their role permission allows, on entities. You can assign access filters directly to the user or by assigning a role with an access filter. Access filters rights are cumulative, the user can access all entities that match the conditions in the filters assigned to them.

For example,consider an user who has a role with Managed Entities access filter that limits them to see only managed entities. If this user is directly assigned a My Entities filter that constrains them to act on only entities that they own, the two access filters expand, rather than narrow, the number of entities the user can see. In the example, the user can perform actions on all managed entities and all the entities they own, even unmanaged entities that they own.

To assign an access filter:

1. In the Administration application, go to **Users** > **Users**.

2. Select the user and click **Details**.

3. Click the **Access Filter** tab.

4. Click **Edit** and then **Add Filters**.

5. Expand the folders and select all the **Entity Filters** you want to assign.

   The filter list displays Entity Filters only.

6. Click **OK**.

7. Click **Save**.

The access filter is applied the next time the user logs in.