User Permissions - User %

This article applies to:

The user permissions are related to setting up and managing other users. These permissions are generally given only to users who help you administer your Keap system and manage the employees who use your Keap application. To access these User Permissions, go to **Admin > Users** and click **Edit Permissions** next to the user you would like to modify.

Can view all records

This permission controls the ability to view another user's profile information. If it is set to *No*, the user can view the user list, but will receive an *access denied* message when they try to click into a user record. If the *can edit all records* permission is set to *Yes*, it will override this permission and the user is able to view and edit all user records.

Can edit all records

This permission controls the ability to make changes to other users' profile information. If it is set to *No*, the user can view a list of users and click into user records to view profile information, but they will not be able to save any changes. The user will still be able to edit their own user profile.

Can add

This permission controls the ability to set up new user accounts. If it is set to *No*, the user will see an access denied message when they click on *Add Users* when viewing a list of users.

Can search

This permission controls access to users. If it is set to *No*, the user will not see the *User* option in the main navigation menu. The user will not be able do view, add, delete, or edit users in any way, regardless of their other permissions. They will only be able to access their own profile through the toolbar.

Can edit user permissions

This permission controls the ability to edit user permissions. If it is set to *No*, the user will not see the *Edit User Permissions* button when viewing a user profile, and will receive an access denied message when they click on the *Edit Permissions* link when viewing the user list.

Can assign roles

This permission controls the ability to assign users to one of the standard user groups. If it is set to *No*, the user will not see the *User Groups* tab when viewing a user's profile.

Can unlock user accounts

This permission controls the ability to unlock a user's account. User accounts are locked when a user is not able to correctly enter their login information after multiple tries. If this permission is set to *No*, the user will not see the *Unlock* button when viewing a user profile.

Can deactivate user accounts

This permission controls the ability to block other users from accessing the application. If it is set to *No*, the user will not see the *Deactivate* button when viewing a user profile.

Can activate users

This permission controls the ability to restore a user's access to the application. If it is set to *No*, the user will not see the *Activate* button when viewing a user profile.

Can resend user invitations

This permission controls the ability to resend the account setup invitation to users who don't respond right away. If it is set to *No*, the user will not see the *resend invitation* link when viewing the user list or the *Resend* button in a user profile.

Can manage user teams

This permission controls the ability to create custom user teams. If it is set to *No*, the user will not see the Teams option under **Admin > Settings**.