

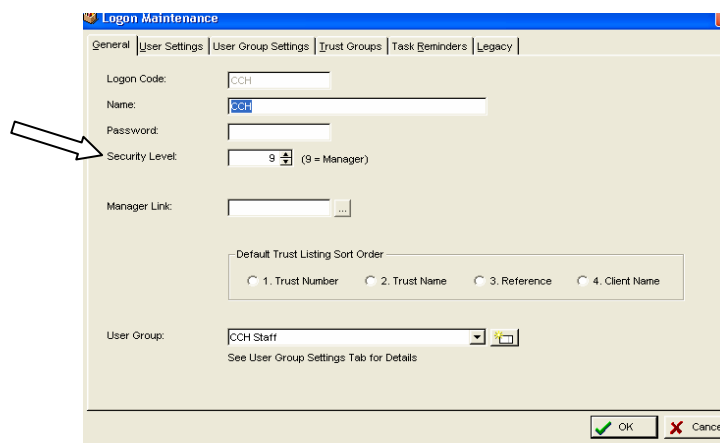
TRUST SERVICE TRAINING - LEVEL 2

SESSION 5.2

SECURITY LEVELS

Security levels can be set on each individual Trust and each individual User

User Security Level is set on the individual logon name



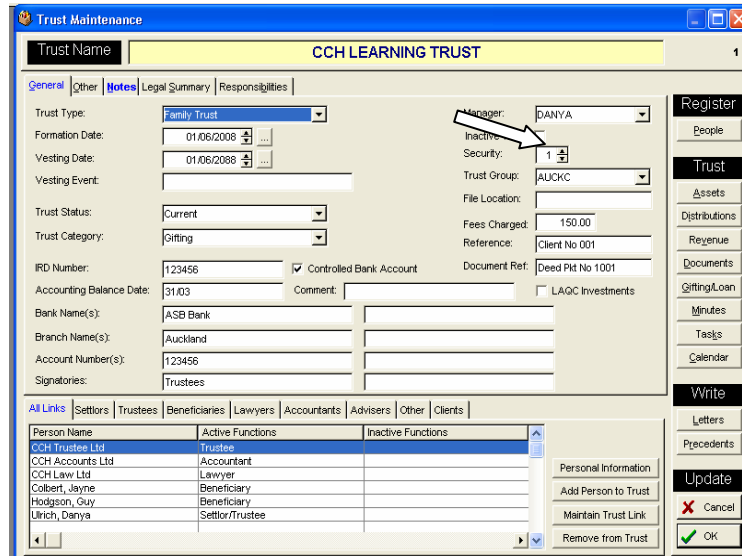
- 9 Is the highest level and allow the user the ability to edit Trust Service system settings. This should not be given to anyone who does not understand the system settings or who has not had training.

Only one or 2 people in your organisation should have level 9, they will be your 'super users'

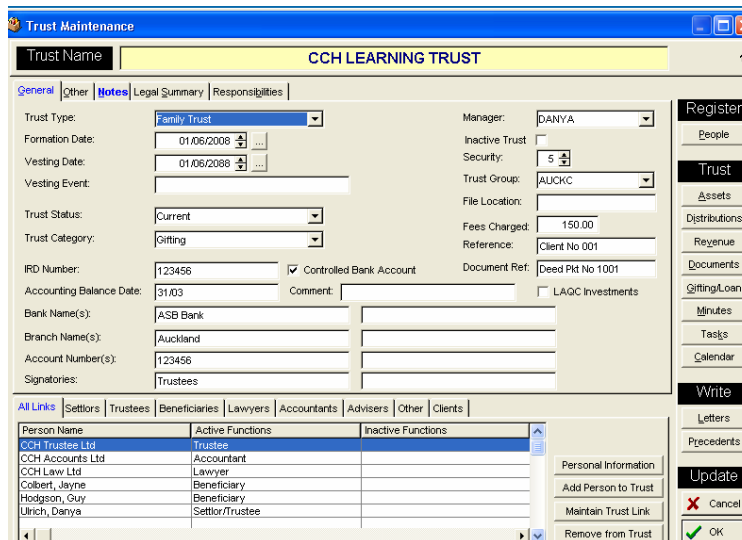
- 8 or less Will not allow the user access to system settings. 8 and below can be used with the Trust setting to control access to individual Trusts

Trust Settings

The security setting can be set per Trust. The default for a new Trust is 1.



At Level 1 any user can view and edit this Trust



At Level 5 only users with Level 5 or above may view this Trust. If a user with a lower security level attempts to view the Trust they will receive a warning message



User Security Level	Can view & edit Trusts with
1	Level 1 only
2	Level 1 - 2
3	Level 1 - 3
4	Level 1 - 4
5	Level 1 - 5
6	Level 1 - 6
7	Level 1 - 7
8	Level 1 - 8
9	All Trusts & System Settings

Action Point: Do we need to review our security policy & settings?

[Return to Session 5.1 to set the appropriate security Levels](#)