

Create Permission Groups in Alchemer Pulse

As an admin, you can limit who can access specific data with permission groups. This allows you to control who has access to certain data, especially if data is restricted or confidential. Once you add limits to a user, that user can only access data within that data permission group.

To allow users to access certain settings and information, [add or change their user role](#) instead.

Change or limit the data a user can see

If a new user can only access a specific type of data, you can assign a data permission group to them. Users can only be assigned 1 data permission group at a time. Only admins or custom roles who can “Manage user settings” will be able to add or change this setting.

1. Sign in to your account on Alchemer Pulse.
2. On the bottom left, tap your profile icon > Settings.
3. Select User Management.
4. Find the user to restrict data.
5. Click their current permission group and choose the new data permission group.

This data permission group will be applied to only a specific project. If you need to restrict this user in multiple projects, you'll have to add the data permission group again.

Create or duplicate a data permission group

If you're an Enterprise customer, you can create up to 10 different data permission groups per project.

Sign in to Alchemer Pulse account.

On the bottom left, tap your profile icon > Settings.

Select User Management > Data Permissions.

Click Add new.

To duplicate an existing data permission group, on the permission group to duplicate, click More > Duplicate.

Add a name and filters to the permission group.

If you add filters, users will only have access to the data associated with the values within that

filter.

If you don't add filters, users will be able to access all data associated with those filters.

Click Save permission.

To create more data permission groups, contact our [Alchemer Support](#).

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