

Creating an Administrator for a Single Site

<https://campus.barracuda.com/doc/98217279/>

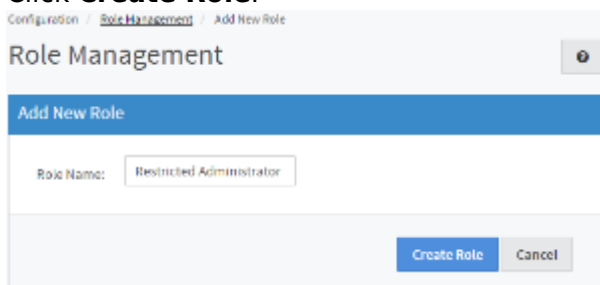
Members of the Administrator Role have access to all objects (Sites, Groups, Devices, and Websites) in Service Center by default. Sometimes it is necessary to create an Administrator with object access restricted to particular objects like a single site.

This is done in two steps:

1. Creating a custom role
2. Creating user(s) with proper object access.

Creating a Custom Role

1. Login to Service Center and browse to **Configuration > Users & Roles > Role Management**.
2. Click **Create Role**.
3. Enter the Role Name (Restricted Administrator or Super User or Administrator for site <sitename> are good choices).
4. Click **Create Role**.

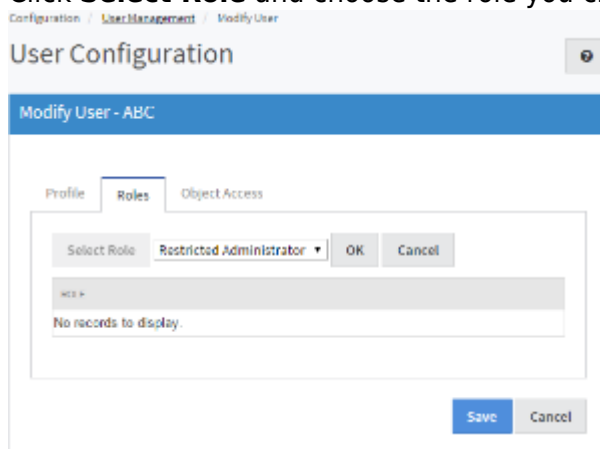


5. Switch to the **Permissions** tab and use **Select All** button to select all the checkboxes and then uncheck **Automatically Assign New Sites**. If **Automatically Assign New Sites** is included, the users who had the Role would be given access to new Sites as they were added, no matter which customer of yours the Site manages.
6. Click **Save**.

Trouble Tickets	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Can be assigned Trouble Tickets		
Site Assignment	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Automatically Assign New Sites		
Reporting	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Categories	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Reports	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Delivery Schedules	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Creating a User with Correct Object Access

1. Login to Service Center and browse to **Configuration > Users & Roles > User Management**.
2. Click **Create User**.
3. Enter the information for the new user.
4. Click **Save**.
5. Switch to the **Roles** tab.
6. Click **Select Role** and choose the role you created in the previous set of steps.



The screenshot shows the 'User Configuration' dialog box with the 'Roles' tab selected. The dialog has a title bar 'Modify User - ABC' and three tabs: 'Profile', 'Roles', and 'Object Access'. In the 'Roles' tab, there is a 'Select Role' dropdown menu with 'Restricted Administrator' selected. Below the dropdown is a table with the header 'Role' and one row containing 'No records to display'. At the bottom right of the dialog are 'Save' and 'Cancel' buttons.

7. Click **OK**.
8. Switch to the **Object Access** tab.
9. Click **Add**.
10. Choose **Site** from **Object type** drop down menu and click **OK**.
11. Select that particular site from the new window and click **Save**.

Configuration / [User Management](#) / Modify User

User Configuration

Modify User - ABC

Profile Roles **Object Access****Add**

Remove

Object type: Site

OK

Cancel



Current Access Granted to User



Sites



Service Groups



Site Groups



Devices



Cloud Services

Save

Cancel

12. Click **Save**.

Figures

1. admin.png
2. admin2.png
3. admin3.png
4. admin4.png

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