# AUTHORITY:

Menu | Tables | Authority



- **Group** – Select the security group you wish to view.
- **Authority Type** – Select the specific section you would like to view.
  - **Main Authority**
  - **Case Type**
  - **Reports**
  - **Requirements**
  - **Templates**
- **Contains** – You can search for a partial word and only those entries that contain those letters will appear.

Click the **Submit** button to see the results.

For every area of Quest there are 4 security levels, Add, Update, Delete and Display. Each security group has their level of authority. Go through the tables, reading the descriptions and decide what authority this group should have.

| From | Description | Add | Update | Delete | Display |
|------|-------------|-----|--------|--------|---------|
| Authority | **Access Quest from the internet** <br> Must have display authority to this in order successfully log on to Quest from a non-local IP address. Local IP addresses must be defined to the quest.properties file for this authority to have any affect. Also, SSL must be set up because the user will be forced to a secure connection if they are not local. Finally, a rule for SignOn/e must be defined to call equest.rules.LogSignons. | ☐ | ☐ | ☐ | ☑ |
| Authority | **Time code accumulation totals** <br> This file contains the current accumulated total for each time code, by employee. All time keeping employees should be given display access to this file. The time keeping administrator should be given add and update authority to maintain this information. | ☐ | ☐ | ☐ | ☐ |
| Authority | **Authorized to view the Active List** <br> Must have display authority to this in order to display the Active List. The Active List is a high speed configurable index of names designed with police in-car access in mind. Typical configurations would include those who have warrants, are on probation, on electronic monitoring, 24 hour adult supervision, etc. If the Active List is not configured and being used then no authority is needed. | ☐ | ☐ | ☐ | ☑ |

If you want to COPY another security group for this security group, you can enter the group you wish to copy in the "Copy from group" section.

Group: CLE - Clerk of the Court ▼
Authority type: *ALL - All entries ▼
Contains: Limit to entries like this
➡ Copy from group: YCS - Youth Care Specialists ▼

Caution: Updates to authority items are NOT processed when "Submit" is pressed. If you have made changes and wish to apply them, you must press "Update".

Click the **Update** button to copy the authority.

If you wish to see every group that has authority to a specific entry, you can click on the description to open that entry.

| From | Description | Add | Update | Delete | Display |
|------|-------------|-----|--------|--------|---------|
| Authority | **Access Quest from the internet** ⬅ <br> Must have display authority to this in order successfully log on to Quest from a non-local IP address. Local IP addresses must be defined to the quest.properties file for this authority to have any affect. Also, SSL must be set up because the user will be forced to a secure connection if they are not local. Finally, a rule for SignOn/e must be defined to call equest.rules.LogSignons. | ☐ | ☐ | ☐ | ☑ |

## Authority Item
### Access Quest from the internet (from Authority)

Must have display authority to this in order successfully log on to Quest from a non-local IP address.  Local IP addresses must be defined to the quest.properties file for this authority to have any affect.  Also, SSL must be set up because the user will be forced to a secure connection if they are not local.  Finally, a rule for SignOn/e must be defined to call equest.rules.LogSignons.

Copy from item: -- Select --

| Group | Add | Update | Delete | Display |
|---|---|---|---|---|
| ACJC Administration | ☐ | ☐ | ☐ | ☑ |
| ACJC Financial Group | ☐ | ☐ | ☐ | ☑ |
| Allen Circuit Court | ☐ | ☐ | ☐ | ☑ |

You can now make changes for that particular entry for all groups at the same time.

Click the **Update** button to save your work.

If you type a partial word in the contains field and click the **Submit** button the list will be narrowed to only those entries that contain those letters.

Group: CLE - Clerk of the Court
Authority type: *ALL - All entries
Contains: note
Copy from group: -- Select --

Caution: Updates to authority items are NOT processed when "Submit" is pressed.
If you have made changes and wish to apply them, you must press "Update".

➡ Submit

| From | Description | Add | Update | Delete | Display |
|---|---|---|---|---|---|
| Authority | **CaseNotes database file** <br> Controls access to case notes made by this user.  All users should have access at least display access to this if you want them to see any case notes or cover sheets. | ☑ | ☑ | ☑ | ☑ |
| Authority | **CaseNotes database file - all agencies** <br> Controls access to case notes from agencies other than this user's employer agency.  This item has no effect on access to the case note cover sheets. <br> NOTE: If you specify this, what you specify for individual agencies has no affect. | ☐ | ☐ | ☐ | ☐ |
| Authority | **CaseNotes database file - cover sheet** <br> Controls access to case notes that are cover sheets. <br> NOTE: You must have at least display access to the CaseNotes database file as well. | ☐ | ☐ | ☐ | ☐ |