

Credentials and Access Permissions

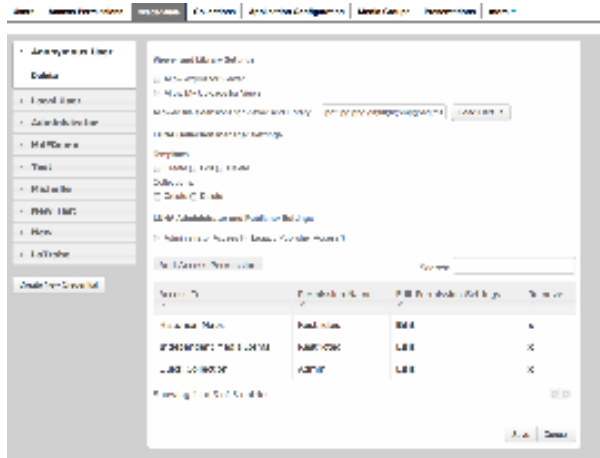
Granting Access with Credentials and Access Permissions

The first step in granting access to a user is to create that user in the Users tab.

The second step is to assign a credential to that user. Once a credential is assigned to the user, they should have the right permissions and access levels to collections and the Independent Media Items. If they are missing access to something, chances are there's a setting that needs to be fixed in the credential or the access permissions.

About Credentials

A credential is assigned to a user. The settings in a credential determine:



- Allow export for LUNA Viewer
- Allow My Uploads for LUNA Viewer
- List of allowed file extensions for LUNA Viewer and LUNA Library
- Ability to create, edit or delete templates in the Collection Manager
- Ability to create, or delete collections in the Collection Manager (editing collection properties is collection specific and granting this permission is handled using an Access Permission as explained below).
- Access to LUNA Administrator
- Access to LUNA Publisher

You can create as many credentials as needed, and assign them to your users. You will always have an "Anonymous User" credential. This credential is automatically assigned to any user that registers an account with the LUNA Viewer. Typically this credential is for users who are mainly accessing the LUNA Viewer.

Anonymous credential (1 of 3 defaults in LUNA)

Use the Anonymous credential to make collections available to your audience without requiring a user to login. This credential is also automatically assigned to users who register an account via the LUNA Viewer. A user with this credential will not have access to any of the other tools in the LUNA suite and will not be able to export images or use My Uploads in the Viewer. Typically, the collection(s) you assign to this credential will be associated with the "restricted" access permission.

Good for granting public access to your collections.

Local Users credential (1 of 3 defaults in LUNA)

Use the Local Users credential to make collections available to general users at your institution. A user with this credential will not have access to any of the other tools in the LUNA suite, but they will be able to export images and use My Uploads in the Viewer. Typically, the collection(s) you assign to this credential will be associated with the "general" access permission which allows users to export images up to size 5 (up to 3072 pixels on long side).

Good for students, staff, researchers.

Administrator credential (1 of 3 defaults in LUNA)

Use the Administrator credential for administrators of the LUNA system and any users authorized to create and manage user accounts and settings. A user with this credential will have full access to all the tools in the LUNA suite. Typically, the collection(s) you assign to this credential will be associated with the "admin" access permission which grants the highest level of permissions.

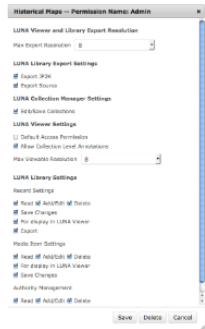
Good for administrators of the LUNA system and collections within LUNA.

Customized credential (sample)

Say you want to create a credential for a user whose responsibility it is to create and manage collections & data templates. You can design a custom credential that allows for access to the Viewer and Collection Manager while restricting access to the Administrator. Check create, edit and delete under the Templates settings and check create and delete under the collections settings to grant the appropriate permissions in the Collection Manager. Note, the permission to allow "editing" of a collection is set in the access permission. In this same credential, you'll also grant access to export images and use My Uploads in the Viewer. Typically, the collection(s) you assign to this credential will be associated with the "admin" access permission or a customized access permission.

Good for visual resource librarians, faculty, curators.

About Access Permissions



LUNA comes with a set of 5 default access permissions which you can choose from or you can create your own by clicking "Add Access Permission." You may create as many as you like this way. You may edit the default 5 if you like as well.

Access permissions are added to a credential. The credential grants permission to certain LUNA tools and features, while an access permission pertains only to a specific collection and what a user can do with that collection. For each collection you have added, you can create 1 or more access permissions that you can assign in the Credentials tab to the different credentials to set their kind of access they have to the collection.

Without an access permission a user cannot gain access to a collection in order to create, edit, or view it.

Default Access Permissions:

When a collection is made 5 default access permissions are created. You can think of these as representing different roles, from admin to restricted. So all you have to do is pick one of the 5 access permissions for a collection and add it to the credential. The settings for these 5 default access permissions are:

Permission Name	LUNA Library & Viewer Max Export Resolution	LUNA Library Export Settings: JPK	LUNA Library Export Settings: Spine	LUNA Viewer: Allow Collection Level Annotations	LUNA Viewer: Max Viewable size 0	Record Settings: Read	Record Settings: Create (Add)	Record Settings: Edit	Record Settings: Delete	Record Settings: Save Changes	Record Settings: Display in LUNA Viewer	Record Settings: Export Data	Media Item Settings: Read	Media Item Settings: Create (Add)	Media Item Settings: Edit	Media Item Settings: Delete	Media Item Settings: Save Changes	Media Item Settings: Display in LUNA Viewer	LUNA Collection Manager Settings: Edit/Save Collections	Authority Management: Read	Authority Management: Assist	Authority Management: Delete
Admin	YES	YES	YES	YES	size 0	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
Size 0	YES	YES	YES	YES	size 0	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
Size 1	NO	NO	NO	YES	size 1	YES	YES	YES	NO	YES	YES	YES	YES	YES	YES	NO	YES	YES	NO	YES	YES	YES
Size 2	NO	NO	NO	NO	size 2	YES	NO	NO	NO	NO	NO	NO	YES	NO	NO	NO	NO	NO	NO	NO	NO	NO
Size 3	NO	NO	NO	NO	size 3	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO
Size 4	NO	NO	NO	NO	size 4	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO
Size 5	NO	NO	NO	NO	size 5	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO
Size 6	NO	NO	NO	NO	size 6	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO
Size 7	NO	NO	NO	NO	size 7	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO

Dimensions for LUNA sizes 0-8:

LUNA Sizes	Dimensions
Size 0	up to 96 pixels on long side
Size 1	up to 192 pixels on long side
Size 2	up to 384 pixels on long side
Size 3	up to 768 pixels on long side
Size 4	up to 1536 pixels on long side
Size 5	up to 3072 pixels on long side
Size 6	up to 6144 pixels on long side
Size 7	up to 12288 pixels on long side

Size 8	up to 24576 pixels on long side
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Access permissions allow you to grant a specific set of privileges to the **Viewer**, **Library** and **Collection Manager** for an individual collection.

Restricted

Use the restricted access permission for view-only access to a collection in the Viewer. It allows you to restrict the collection down to the most basic level, limiting viewing resolution in the Viewer to size 5 (up to 3072 pixels on long side). No access granted to the Library settings and editing a collection in the Collection Manager.

- Good for granting public access to your collection and most often used with the Anonymous credential.

General

Use the general access permission for limited access to a collection in the Viewer and read-only access in the Library. This access permission allows image export of up to size 5 (up to 3072 pixels on long side) and the highest viewing resolution in the Viewer.

- Good for staff and students who need read-only access to the Library and typically used with the Local Users credential.

Cataloger

Use the cataloger access permission for extended access to a collection in the Viewer and Library. This access permission allows, collection level annotations, image export of up to size 5 (up to 3072 pixels on long side) in the Library and Viewer and the highest viewing resolution in the Viewer. It includes add, edit and save privileges for records and media items in the Library. It also allows add, edit and delete privileges for authorities as well as data export in the Library. Deleting records and media items is restricted with this access permission.

- Good for data editors, catalogers, faculty, and staff members responsible for data management. Works well with custom credentials.

Publisher

Use the publisher access permission for full access to a collection in the Viewer and Library. It includes image export of JP2K and source image in the Viewer and Library, as well as delete privileges for records and media items in the Library.

- Good for catalogers, faculty, visual resource librarians, curators and staff members responsible for data management that require a higher level of permissions. Works well with custom credentials.

Admin

Use the admin access permission for full access to a collection in the Viewer and Library and ability to edit and save changes to a collection in the Collection Manager (including editing of the data schema for a collection).

- Good for administrators of the LUNA system and collection administrators (faculty, visual resource librarians, curators requiring a higher level of permissions). Most often used with the Administrator or custom credential.

Editing Access Permissions

There are 2 ways to edit an access permission.

1. Go into the Access Permissions tab, highlight the one you wish to edit and click on "Edit Selected".
2. While in the credential click on "Edit" for the access permission you wish to edit.



Tip: Since you can't edit the name of an access permission, simply create a new one if you need a name different than the default name created.

- Give your Access Permission a name to help you easily identify it (if creating a new access permission).
- Set the max export resolution for media items in the LUNA Viewer and LUNA Library to specify the largest size a user can download. (see size chart above).
- LUNA Collection Manager settings allow you to decide if a user can edit/save the collection properties.
- Set the Default Access permission for LUNA Viewer.

- Allow collection level annotations in LUNA Viewer (users with this permission can create annotations that are viewable by other users with access to this collection. If not checked, the user can still create annotations but they will remain private unless they share them via a media group or presentation).
- Max Viewable resolution for LUNA Viewer's Detail View sets the maximum resolution the user will see when they select an item for Detail View (see size chart above).
- Assign the various permissions for Records, Media items and Authority Management in the LUNA Library.



Note: Authorities are the only feature that are not automatically assigned to an access permission. By default a collection creator will have permission to read, add, edit, delete authorities. For all other users you'll need to manually assign the permission to the access permission for the collection.



Uploads into Independent Media Items

Although users are able to upload any images they like, they will not be able to save the text they enter into the "Title", "Description", and "Copyright" fields if the credential they are assigned does not have write access for "Independent media Items" access permission in the Administrator section. The "Save media Details" button will not actually work until you add write access for the credential.

Examples

Example 1: "Anonymous User" credential.

As explained above, you will always have an "Anonymous User". This is the default credential and is the one automatically assigned to users who register an account via the LUNA Viewer. Typically this credential is used only to grant access to specific collections in the LUNA Viewer.

In this credential (based on image below) the anonymous user will be able to:

- export from the LUNA Library;
- use the My Uploads feature in the LUNA Library;
- upload specific file formats via My Uploads;
- have General* access to 3 collections (Archivision Module 7; Landscape Architecture in Roman Times; and Spanish Architecture).



Example 2: Collection Administrator credential

In this credential (based on image below) the user will be able to:

- export from the LUNA Library;
- use the My Uploads feature in the LUNA Library;
- upload specific file formats via My Uploads;
- create, edit and delete collections;
- create, edit and delete templates;
- access the LUNA Administrator;
- access the LUNA Publisher;
- have Admin* access to 3 collections (Archivision Module 7; Landscape Architecture in Roman Times; and Spanish Architecture) and the Independent Media Items.

