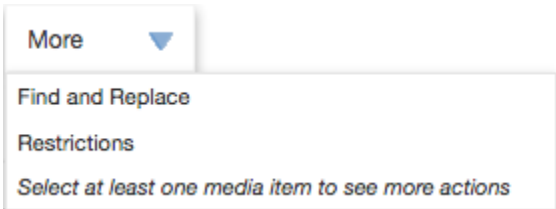


# Restrictions

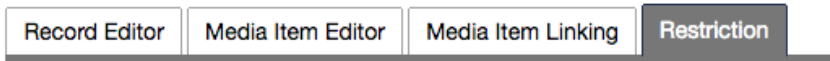
Introduced in LUNA v7.4.3, Item Level Restrictions are set in the LUNA Library. This feature allows collection owners and Super Admins to restrict media items or media items & records in a collection, then grant access to those restricted items to a smaller set of users or credentials. Restrictions are applied to items both in the Viewer and the Library (not one or the other). Super Admins and the owner of a collection have full access to all items, regardless of the restriction. [Only a Super Admin can pass collection ownership to another user](#) and in doing so the previous collection owner will no longer have the collection owner status.

## There are 2 ways to apply a restriction:

- Collection owner or Super admin selects "Modify Restriction" from More menu in the Library (like Find & Replace).

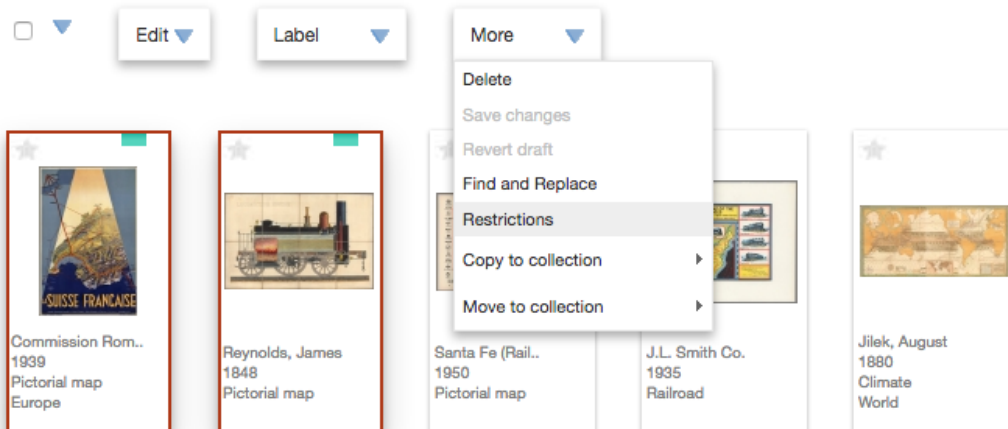


- Collection owner or Super Admin can modify restrictions from the restrictions tab in the Record Editor.



## How to Apply Restrictions from the More menu:

You can select items from the Library that you want to restrict and click on "Restrictions" from the **More menu** OR just choose "Restrictions" from the **More menu** without first making a selection if you want to apply restrictions to a page of items or to an entire search result.



**Modify Restrictions** ✕

**Modify Restrictions:**

Page 1 | 1-50

The current search results

2 selected records

Modification Name:

Description:

Restrict Media and Data
Restrict Media
Not Restricted

**Available Users**

Luna Admin
m
Marlo
md
micki
mmm
mtest

**Allowed users if restricted**

<b>2: Local User</b>
Michelle

Submit
Open Restrictions Actions Page
Close

The Restrictions window will open and by default it will be named with the date and time, but you can rename it however you like. You can also add a description (optional) to the restriction you're applying.

**Modification Name:**

**Description:**

Next, base your selection on a page of items, current search result or items selected by clicking the appropriate button. When selection is made, the button will change to blue.

Page 1 | 1-50

The current search results

2 selected records

Then, click on one of the following options: Restrict Media & Data, Restrict Media or Not Restricted. When selection is made, the button will change to blue.

Restrict Media and Data   Restrict Media   Not Restricted

Finally, you may also choose from the list below one or more credentials and/or users that you want to exempt from the selected restriction, by **dragging and dropping** the credential or username from the left into the box on the right. The list of credentials will display in bold font at the top of the list and the list of users will appear below that in alphabetical order. You can also search for credentials or users by typing in to the search box right above the list.

**Available Users**

Find Users...

<b>1: Anonymous User</b>
<b>2: Local User</b>
<b>3: Administrator</b>
<b>4: Admin 2</b>
<b>5: restricted</b>
<b>6: Michelle Cred</b>
<b>7: Admin 3</b>

**Allowed users if restricted**

<b>15: LUNA Doc</b>
michelle

After making your selections, click the "Submit" button. It may take a while for the process of applying restrictions to complete depending on how many items were selected. You'll be taken to the Restrictions Actions page after clicking the Submit button, with a message to the right that reads "Processing". When you see the green complete message appear, the restrictions have been applied.

Submit   Open Restrictions Actions Page   Close

**How to Apply Restrictions to a single item from the Record Editor:**

1. Open an item in the Record Editor and then click on the **Restrictions** tab at the top.
2. Click on one of the following options: Restrict Media & Data, Restrict Media or Not Restricted.
  - a. When selection is made, the button will change to blue.
3. You may also choose from the list below one or more credentials and/or users that you want to exempt from the selected restriction, by **dragging and dropping** the credential or username from the left into the box on the right.
  - a. The list of credentials will display in bold font at the top of the list and the list of users will appear below that in alphabetical order.
  - b. You can also search for credentials or users by typing in to the search box right above the list.
4. When finished click the "Apply Changes" button.

Record Editor | Media Item Editor | Media Item Linking | **Restriction**

Restrict Media and Data | Restrict Media | Not Restricted

**Available Users**

Find Users...

- md
- micki
- mmm
- mtest
- nancy
- notsuper

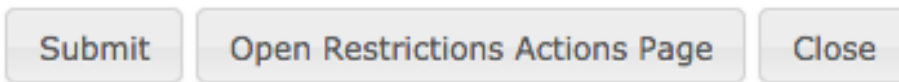
**Allowed users if restricted**

- 15: LUNA Doc
- michelle

Apply Changes

### Restrictions Actions Page:

You can access a list view of all Restrictions you've applied by clicking on the Open Restrictions Actions Page.



The list view will look like this:

#	Collection	Info	Time	Status	
170	David Rumsey Historical Map Collection	<a href="#">Mon Aug 12 2019 12:22:37 PM</a>	Mon 12 Aug 2019 12:04:35	Complete	
169	David Rumsey Historical Map Collection	<a href="#">Mon Aug 12 2019 12:22:02 PM</a>	Mon 12 Aug 2019 12:03:26	Complete	
168	David Rumsey Historical Map Collection	<a href="#">Mon Aug 12 2019 12:21:22 PM</a>	Mon 12 Aug 2019 12:02:57	Complete	

Click on any of the Restriction names in the Info column to expose the Restriction Description, List of permitted credentials and/or users and the Restriction Type applied.

You can also click on "Modify" to get to the thumbnail view for media items that were selected for that Restriction.

Mon Aug 12 2019 12:22:37 PM

*Description:*

*Permitted Users:*  
[15: LUNA Doc, michelle]

*Restriction Type:* Media Only

Modify

### Search for Restricted items in Library:

As the collection owner or Super Admin, you can search a collection in the Library to see what items are restricted or not restricted. The choices are: **Not Restricted**, **Media Items Restricted** and **Media and Records Restricted**.

Select Other Criteria ▾

- Linked record
- Public Independent Media Items
- Private Independent Media Items
- Records
- Media Items
- Books
- Miscellaneous Files
- Audio
- Movies
- Has source
- Does not have source
- Has associated file(s)
- Does not have associated file(s)
- Source stored on LUNA server
- Source stored in cloud
- Associated file(s) stored on LUNA server
- Associated file(s) stored in cloud
- Not Restricted
- Media Item Restricted
- Media and Record Restricted

After performing an Other Criteria advanced search for either **media restricted** or **media & record restricted**, an additional drop down list of users and credentials that are potentially excluded from the restrictions will be displayed on the left hand side. The list should be located on the left hand side of the results, right below batches.

When you click on a user name or credential from that list, the result will show all items that the user has access to within the restricted items.

### Advanced Search ✕

q\_library\_restrictionOption=1 AND q\_library\_permittedUser=estelle Clear Search Search

Load Search ▾ Manage Saved Searches Save Search

Hint  In All fields find all these words:

Hint  And In All fields find any of these words:

Hint  And In All fields find this exact wording:

Select Label ▾
Select Owner ▾
Select Batch ▾
Select Other Criteria ▾

All  More ▾

Drafts

Starred

▶ Saved Searches:


▶ Labels:

▶ Batches:

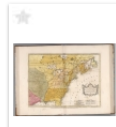
▼ Restricted To:

15: LUNA Doc (7)


estelle (7)



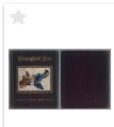
Palairat, Jean  
Title: Atlas M...  
1755  
World Atlas




Possessions An...  
1763  
World Atlas




Congres Geolog...  
Composite Map...  
1962  
Separate Map




Lancaster (Ten...  
Covers: Geogra...  
1888  
Geography Book



Lancaster (Ten...  
1, England...  
1888  
Geography Book



Rossi, Giovann...  
Title Page: To...  
1687  
World Atlas



Rossi, Giovann...  
Planisfero del...  
1687  
World Atlas