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## Manage Dashboard Permissions

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You can control who sees and edits each dashboard in **Gym Lead Machine (GLM)** by setting **dashboard permissions**. Whether you want privacy or prefer to share and collaborate, permissions let you tailor each dashboard to your needs.

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### What Dashboard Permission Levels Are Available?

There are four permission levels for dashboards:

| Level         | Description                                                     |
|---------------|-----------------------------------------------------------------|
| <b>FULL</b>   | Allows creating, editing, sharing, and deleting dashboards.     |
| <b>EDIT</b>   | Allows editing a dashboard and its widgets but not deleting it. |
| <b>VIEW</b>   | Grants read-only access to a dashboard.                         |
| <b>ACCESS</b> | Completely restricts access to a dashboard.                     |

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### What Can Each Permission Level Do?

The actions available on a dashboard depend on the permission level:

| Action                           | FULL | EDIT | VIEW | NO ACCESS | PRIVATE | DASHBOARD OWNER |
|----------------------------------|------|------|------|-----------|---------|-----------------|
| Manage Permissions               | Yes  | No   | No   | No        | No      | Yes             |
| Delete Dashboard                 | Yes  | No   | No   | No        | No      | Yes             |
| Set as Default Dashboard         | Yes  | No   | No   | No        | No      | Yes             |
| Edit Dashboard                   | Yes  | Yes  | No   | No        | No      | Yes             |
| Clone Dashboard                  | Yes  | Yes  | No   | No        | No      | Yes             |
| View Dashboard                   | Yes  | Yes  | Yes  | No        | No      | Yes             |
| Duplicate to another Sub-Account | Yes  | Yes  | Yes  | No        | No      | Yes             |

**Note:**

- Only users with Account Admin or Agency Roles with FULL access can set a dashboard as the default.
- Duplicating to another sub-account is only available to Agency Roles.

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### How Do Roles Affect Dashboard Permissions?

The permissions interface changes based on the user's role:

- **Agency:** Agency Admins have FULL access to all dashboards except private ones. They can set access rules for Agency Users, Account Admins, and Account Users.
- **Account:** Account Users can set access only for Account Admins and Account Users. Agency Admins and Agency Users have FULL access to all non-private dashboards created by Account Admins/Users.

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## How Does the Permission Hierarchy Work?

**Dashboard permissions are structured hierarchically to ensure proper access management:**

Agency Admins > Agency Users > Account Admins > Account Users

This hierarchy ensures that changes to permissions for higher-level roles (such as Agency Admins) automatically adjust permissions for lower-level roles (such as Account Users) to maintain security and consistency.

**Example:** If both Account Users and Account Admins have EDIT permissions, changing the Account Admins' permissions to VIEW will also change Account Users' permissions to VIEW.

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## How to Set Permissions When Creating a New Dashboard

When creating a new dashboard, you can customize permissions right away. **By default, new dashboards are private.** Toggle the setting to adjust permissions as needed.

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## How to Manage Permissions for an Existing Dashboard

Only Dashboard Owners and users with FULL permissions can manage and update dashboard permissions.

1. Navigate to the dashboard and click the **three-dot menu** in the top right corner.
  2. Select **Manage Permissions** from the dropdown menu.
  3. Toggle **Private Dashboard** to keep it exclusive, or make sure it's off to share with other team members. Adjust the permissions based on your requirements.
  4. Click **Save** to apply the new permissions.
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If you have questions about dashboard permissions in Gym Lead Machine, our Support team is happy to help. Reach us at **hello@usekilo.com**.

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