

# Assign Permissions by Area

User permissions can be applied from within an Area rather than having to adjust the settings from within each user's profile. To begin, navigate to the Admin tab and select the Areas link under the Site Data column. Locate the desired Area, click Edit, then scroll down to the Permissions section.

Users can be added at each permission level by typing their name in the search bar and selecting them from the suggestions list.

Much like adding higher level permissions to a user on their profile, each lower level permission will be automatically granted.

Add users as desired. ... If a user no longer needs certain permissions or they were added by mistake, click the X next to their name to remove them.

When everything looks good, click Save Changes and the permissions for each user will be updated.