

Device Permissions Groups

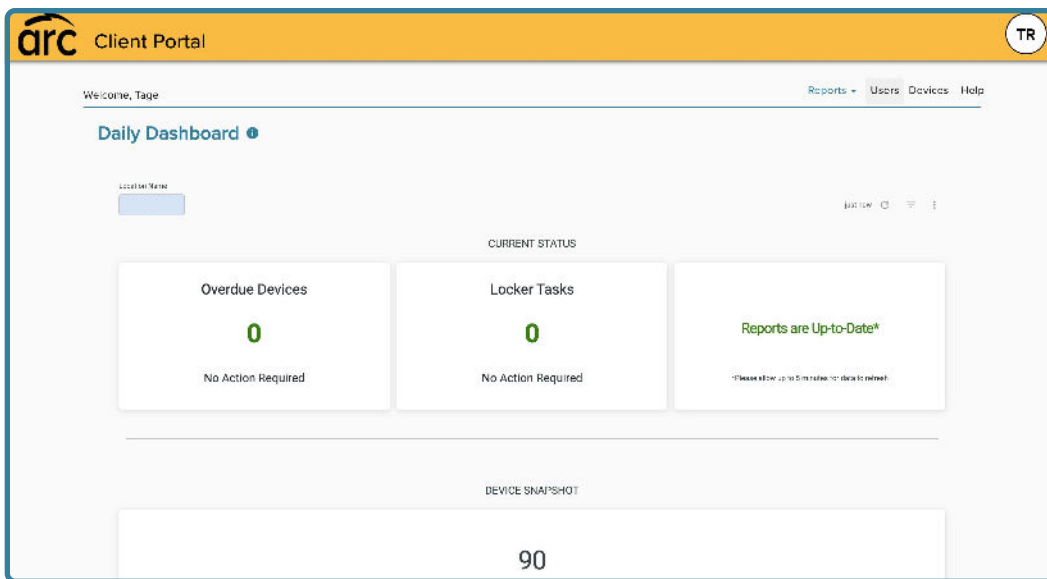


Summary

Device Permission Groups control the **types** and **quantities** of devices that your associates can access. You can create a default group to apply to all associates, or create multiple custom groups for different teams.

How to Edit the Default Device Permissions Group

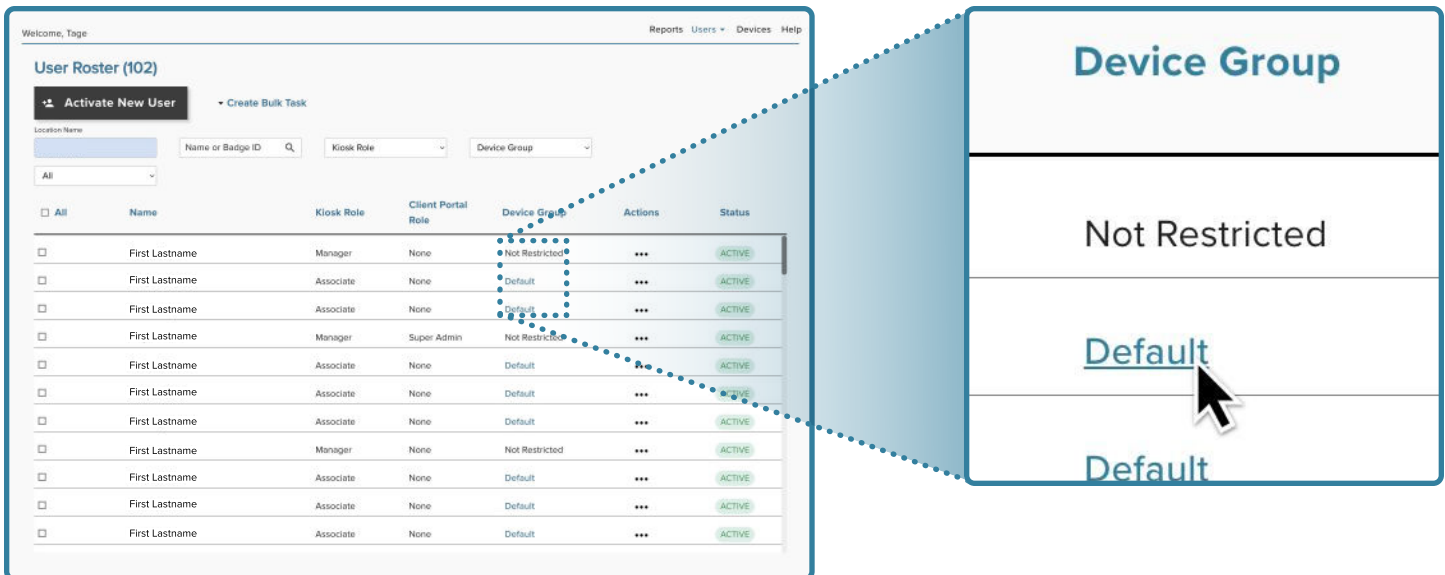
1. Open the **ARC Client Portal**



2. Select the **Users** tab in the top right of the screen.



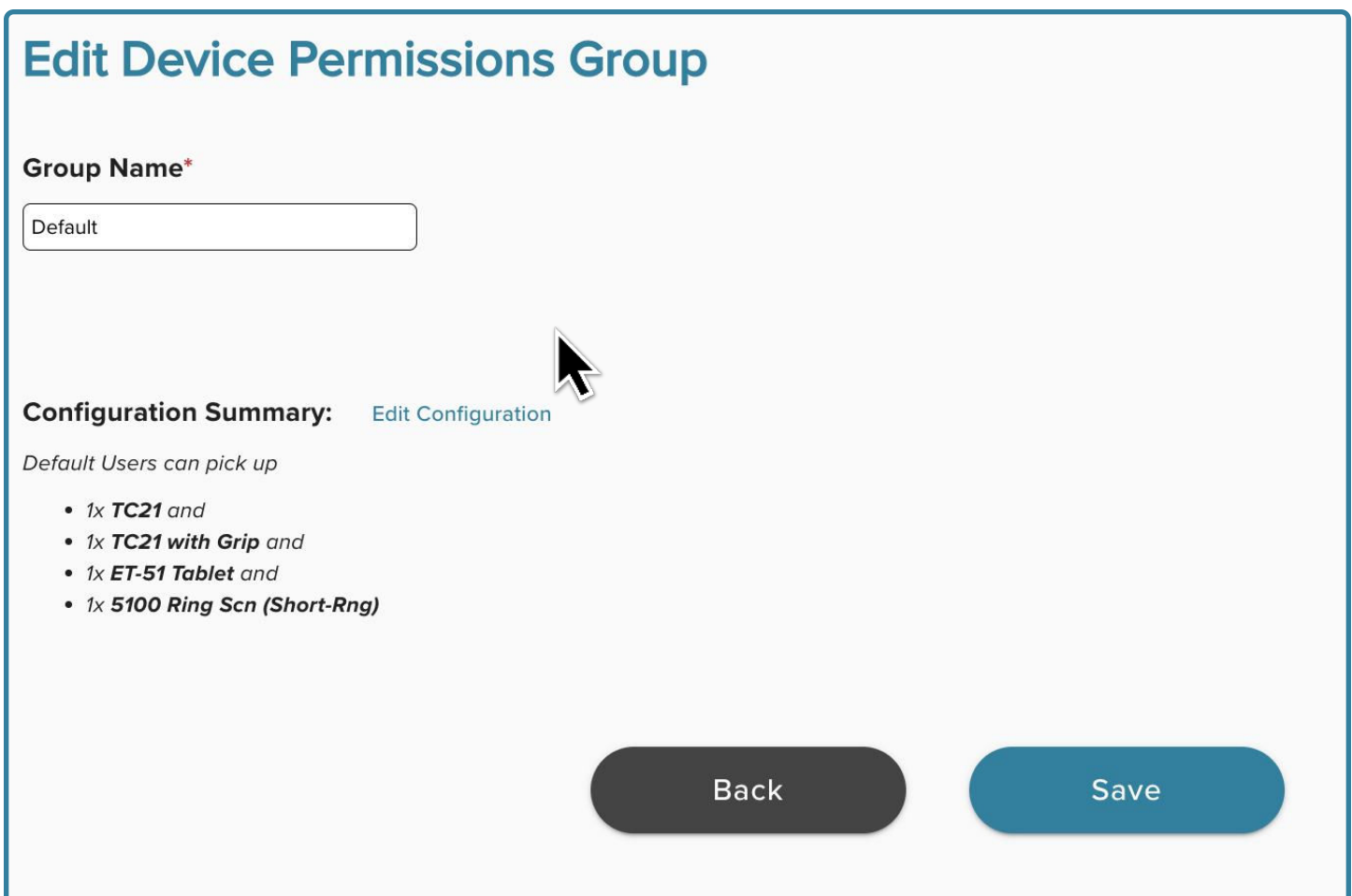
3. Select the “**Default**” link. (In the User Roster table, under Device Group column)



The screenshot shows the 'User Roster (102)' interface. A callout box highlights the 'Device Group' column, showing a list of options: 'Not Restricted', 'Default', 'Default', 'Not Restricted', 'Default', 'Default', 'Default', 'Not Restricted', 'Default', 'Default', 'Default'. A mouse cursor points to the 'Default' link in the callout.

	Name	Kiosk Role	Client Portal Role	Device Group	Actions	Status
☐	First Lastname	Manager	None	Not Restricted	***	ACTIVE
☐	First Lastname	Associate	None	Default	***	ACTIVE
☐	First Lastname	Associate	None	Default	***	ACTIVE
☐	First Lastname	Manager	Super Admin	Not Restricted	***	ACTIVE
☐	First Lastname	Associate	None	Default	***	ACTIVE
☐	First Lastname	Associate	None	Default	***	ACTIVE
☐	First Lastname	Associate	None	Default	***	ACTIVE
☐	First Lastname	Manager	None	Not Restricted	***	ACTIVE
☐	First Lastname	Associate	None	Default	***	ACTIVE
☐	First Lastname	Associate	None	Default	***	ACTIVE
☐	First Lastname	Associate	None	Default	***	ACTIVE

3. Select **Edit Configuration**



The screenshot shows the 'Edit Device Permissions Group' configuration page. The 'Group Name' field is set to 'Default'. A mouse cursor points to the 'Edit Configuration' link. The 'Configuration Summary' section lists the devices assigned to the group.

Edit Device Permissions Group

Group Name*

Default

Configuration Summary: [Edit Configuration](#)

Default Users can pick up

- 1x **TC21** and
- 1x **TC21 with Grip** and
- 1x **ET-51 Tablet** and
- 1x **5100 Ring Scn (Short-Rng)**

[Back](#) [Save](#)

4. Use the **Pick Up Configuration toggle** to select whether associates can Pick Up *only one device at a time*, or *multiple devices simultaneously*.

Pick Up Configuration:*

Users can pick up one device **multiple devices** at the same time

5. Next, add the Types and Quantities of Devices that Users in the Default Group can access.

Device Permissions:*

Device Types	Quantity	
TC21	- 2 +	
ET-51 Tablet	- 1 +	
+ Add Device Type		



6. Confirm that the information in Configuration Summary is correct, then **Save**.

Configuration Summary: [Hide Details](#)

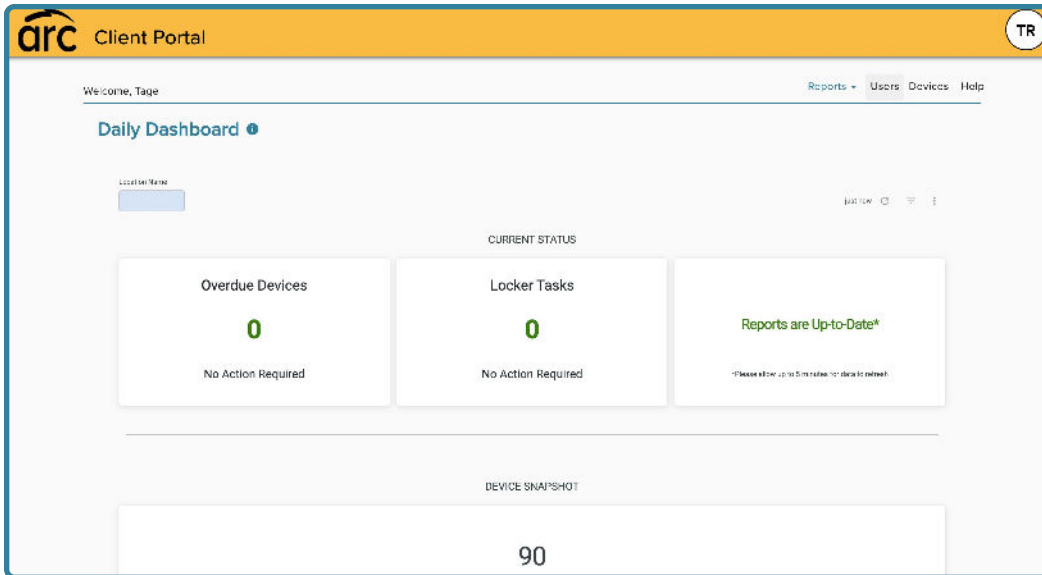
Default Users can pick up

- 2x **TC21** and
- 1x **ET-51 Tablet**

Save

How to Create a New Device Permissions Group

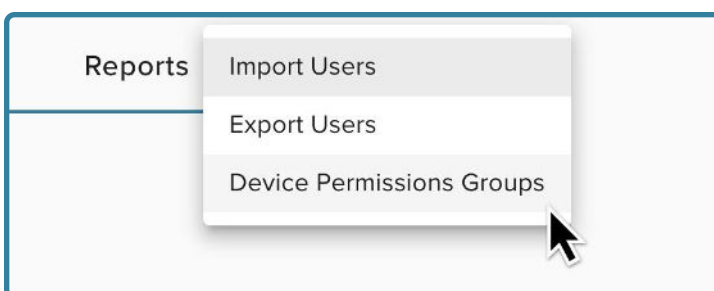
1. Open the **ARC Client Portal**



2. Select the **Users** tab in the top right of the screen.



3. Select the Users tab again to reveal the Users Dropdown, then Select **Device Permissions Groups**



4. On the Device Permissions Groups page, select **Create New Group**

The screenshot shows the ARC Client Portal interface. At the top, there's a yellow header with the 'arc' logo and 'Client Portal' text. Below the header, a navigation bar includes 'Reports', 'Users', 'Devices', and 'Help'. The main content area is titled 'Device Permissions Groups' and features a 'Create New Group' button. A callout box with a blue border and a dotted line points to this button, containing the text 'Welcome, Tage' and 'Device Permissions Groups'.

Group Name ↑	Device Permissions	Active Users	Actions
Default	1x 5100 Ring Scn (Short-Rng) & 1x TC21 & 1x ET-51 Tablet & 1x TC21 with	64	...

5. On the Create Device Permissions Group page, enter a **Group Name**

The screenshot shows the 'Create Device Permissions Group' form. It has a title 'Create Device Permissions Group' and a label 'Group Name*'. Below the label is a text input field containing the text 'Construction Crew'.

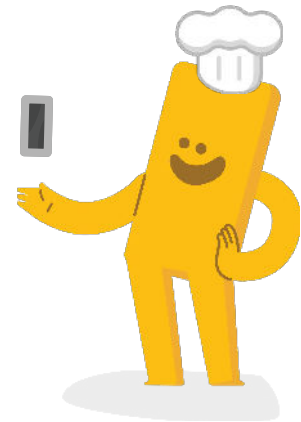
6. Use the **Pick Up Configuration toggle** to select whether this group can Pick Up *only one device at a time*, or *multiple devices simultaneously*.

The screenshot shows the 'Pick Up Configuration*' section. It includes the text 'Users can pick up' followed by a toggle with two options: 'one device' and 'multiple devices'. The 'multiple devices' option is selected. To the right of the toggle is the text 'at the same time'.

7. In **Device Permissions**, Select the Device Type(s) and Quantities for the group.

Device Permissions:*

Device Types	Quantity
TC21	1
+ Add Device Type	



Device Permissions:*

Device Types	Quantity
TC21	- 2 + 
ET-51 Tablet	- 1 + 
+ Add Device Type	



8. Confirm that the information in Configuration Summary is correct, then **Save**.

Configuration Summary: [Hide Details](#)

Default Users can pick up

- 2x **TC21** and
- 1x **ET-51 Tablet**

Save

9. Next, you will need to add users to the newly created group. Start by navigating to the Users page.

User Roster (102)

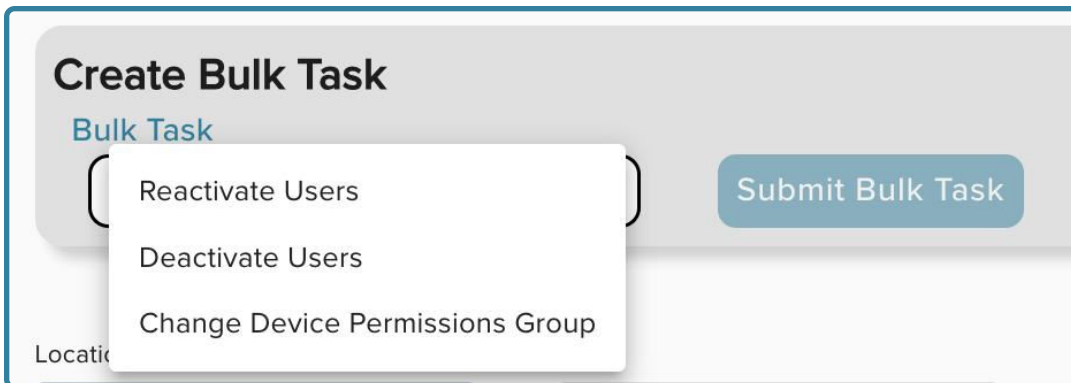
 **Activate New User**

▼ **Create Bulk Task**

10. Using the checkboxes on the left of the User Roster table, select the users you wish to add to the group.

☒ All
☒
☐
☒
☒
☐
☐
☒

11. In the **Create Bulk Task** section above the User table, select Change Device Permission Group, then select the desired Group Name.



Create Bulk Task

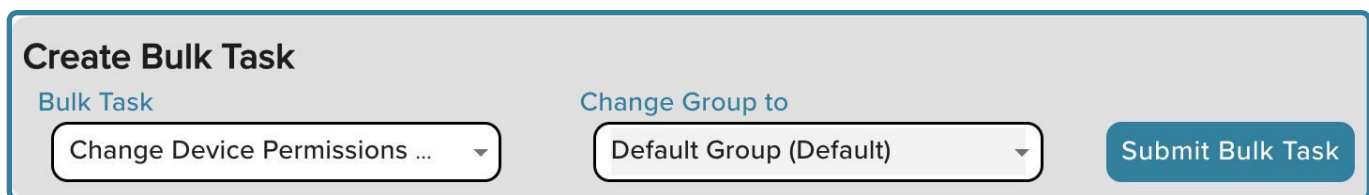
Bulk Task

- Reactivate Users
- Deactivate Users
- Change Device Permissions Group

Submit Bulk Task

Location

12. Select **Submit Bulk Task** to add the Users to the new group.



Create Bulk Task

Bulk Task

Change Device Permissions ...

Change Group to

Default Group (Default)

Submit Bulk Task