

# **SAS<sup>®</sup> 9.3**

## **Management Console**

### **Guide to Users and Permissions**



The correct bibliographic citation for this manual is as follows: SAS Institute Inc 2011. *SAS® 9.3 Management Console: Guide to Users and Permissions*. Cary, NC: SAS Institute Inc.

**SAS® 9.3 Management Console: Guide to Users and Permissions**

Copyright © 2011, SAS Institute Inc., Cary, NC, USA

All rights reserved. Produced in the United States of America.

**For a hardcopy book:** No part of this publication may be reproduced, stored in a retrieval system, or transmitted, in any form or by any means, electronic, mechanical, photocopying, or otherwise, without the prior written permission of the publisher, SAS Institute Inc.

**For a Web download or e-book:** Your use of this publication shall be governed by the terms established by the vendor at the time you acquire this publication.

**U.S. Government Restricted Rights Notice:** Use, duplication, or disclosure of this software and related documentation by the U.S. government is subject to the Agreement with SAS Institute and the restrictions set forth in FAR 52.227–19, Commercial Computer Software-Restricted Rights (June 1987).

SAS Institute Inc., SAS Campus Drive, Cary, North Carolina 27513.

1st electronic book, July 2011

SAS® Publishing provides a complete selection of books and electronic products to help customers use SAS software to its fullest potential. For more information about our e-books, e-learning products, CDs, and hard-copy books, visit the SAS Publishing Web site at

[support.sas.com/publishing](http://support.sas.com/publishing) or call 1-800-727-3228.

SAS® and all other SAS Institute Inc. product or service names are registered trademarks or trademarks of SAS Institute Inc. in the USA and other countries. ® indicates USA registration.

Other brand and product names are registered trademarks or trademarks of their respective companies.

---

# Contents

|   |           |
|---|-----------|
| <b>Chapter 1 • Concepts</b> .....                         | <b>1</b>  |
| About This Document .....                                 | 1         |
| Introduction to User Administration .....                 | 1         |
| Introduction to Access Management .....                   | 9         |
| <br>  |           |
| <b>Chapter 2 • User Administration Tasks</b> .....        | <b>13</b> |
| Getting Information About a User .....                    | 14        |
| Who Can Manage Users, Groups, and Roles? .....            | 16        |
| Add Users .....   | 16        |
| Add Administrators .....                                  | 17        |
| Manage Passwords .....                                    | 19        |
| Add Contact Information .....                             | 20        |
| Create a Custom Group .....                               | 20        |
| Create a Custom Role .....                                | 21        |
| Change a Role's Capabilities .....                        | 22        |
| Adjust Group or Role Membership .....                     | 23        |
| Make a SAS Copy of DBMS Credentials .....                 | 23        |
| Unlock an Internal Account .....                          | 24        |
| Adjust Policies for an Internal Account .....             | 25        |
| Manage Authentication Domains .....                       | 25        |
| Rename a User, Group, or Role .....                       | 26        |
| Delete a User, Group, or Role .....                       | 26        |
| Delegate Management of a Group or Role .....              | 26        |
| Include a User in Batch Synchronization .....             | 27        |
| Import or Export Users, Groups, and Roles .....           | 27        |
| Tips for Finding a User, Group, or Role .....             | 27        |
| <br>  |           |
| <b>Chapter 3 • Exercises in User Administration</b> ..... | <b>29</b> |
| Assign Capabilities to a Role .....                       | 29        |
| Create and Use an Internal Account .....                  | 30        |
| <br>  |           |
| <b>Chapter 4 • Access Management Tasks</b> .....          | <b>33</b> |
| Examining Permissions .....                               | 33        |
| Who Can Set Permissions? .....                            | 36        |
| Add an Explicit Grant or Denial .....                     | 36        |
| Use an Access Control Template (ACT) .....                | 37        |
| Create a Custom ACT .....                                 | 38        |
| Update or Delete an ACT .....                             | 39        |
| Set a Permission Condition (OLAP) .....                   | 40        |
| Adjust the Repository-Level Settings .....                | 40        |
| Import or Export ACTs .....                               | 42        |
| What Happens When I Select a Check Box? .....             | 42        |
| Tips for Efficiently Using Permissions .....              | 43        |
| <br>  |           |
| <b>Chapter 5 • Exercises in Access Management</b> .....   | <b>45</b> |
| Working with Explicit Controls .....                      | 45        |
| Working with ACTs .....                                   | 46        |
| Working with Inherited Settings .....                     | 48        |
| WriteMetadata and WriteMemberMetadata .....               | 48        |
| <br>  |           |
| <b>Glossary</b> .....                                     | <b>51</b> |

**Index** ..... **53**

# Chapter 1

## Concepts

---

|  |          |
|--|----------|
| <b>About This Document</b> . . . . .                 | <b>1</b> |
| <b>Introduction to User Administration</b> . . . . . | <b>1</b> |
| About User Administration . . . . .                  | 1        |
| About Users . . . . .                                | 2        |
| About Groups . . . . .                               | 3        |
| About Roles . . . . .                                | 3        |
| About Logins . . . . .                               | 5        |
| About Internal Accounts . . . . .                    | 6        |
| About Authentication Domains . . . . .               | 7        |
| About Passwords . . . . .                            | 7        |
| About External Identities . . . . .                  | 8        |
| Requirement: Unique Names and IDs . . . . .          | 8        |
| <b>Introduction to Access Management</b> . . . . .   | <b>9</b> |
| About Access Management . . . . .                    | 9        |
| Granularity and Mechanics of Permissions . . . . .   | 9        |
| Inheritance and Precedence of Permissions . . . . .  | 10       |
| Use and Enforcement of Each Permission . . . . .     | 11       |

---

## About This Document

This document helps you administer users and permissions in SAS Management Console. It explains key concepts and provides step-by-step instructions for selected tasks. For more information about security, see the *SAS Intelligence Platform: Security Administration Guide*.

---

## Introduction to User Administration

### *About User Administration*

In order to make access distinctions and track user activity, security systems must know who is making each request. The primary purpose of user administration is to provide information that helps systems make this determination. The central piece of user information that the SAS environment requires is one external account ID for each user. The SAS environment uses its copy of these IDs to establish a unique SAS identity for


each connecting user. All of a user's group memberships, role memberships, and permission assignments are ultimately tied to their SAS identity.

*Note:* For identification purposes, only the account IDs are needed. SAS does not maintain copies of external passwords for identification purposes.

To access user administration features in SAS Management Console, select the **User Manager** node on the **Plug-ins** tab. Your roles and permissions determine which user administration tasks you can perform.

**TIP** As an alternative to interactively creating and maintaining identity information, you can write a program that performs these tasks as batch processes. See the user import macros documentation in the *SAS Intelligence Platform: Security Administration Guide*.

## About Users

 A user is an individual person or service identity.

We recommend that you create an individual SAS identity for each person who uses the SAS environment. This enables you to make access distinctions in the metadata layer and establishes a personal folder for each user. If generic access is sufficient for some of your users, those users can instead share the generic PUBLIC group identity.

An individual SAS identity is established by coordination between two sets of identity information:


- in an external system, a user account
- in the metadata, a user definition that includes a copy of the external account ID

To give someone an individual SAS identity, you create a metadata user definition that includes a copy of their external account ID. This list provides details for several configurations:

- In the simplest configuration, each user needs an account that is known to the metadata server's host.
  - If the metadata server is on Windows, users typically have Active Directory accounts.
  - If the metadata server is on UNIX, users might have UNIX accounts. Sometimes a UNIX host recognizes LDAP, Active Directory, or other types of accounts.
- In a common alternate configuration, the metadata server trusts authentication that is performed at the Web perimeter. In this configuration, anyone who uses a Web application needs a Web realm account.
- In a less common alternate configuration, the metadata server directly uses an LDAP provider such as Active Directory. This is appropriate only if you have accounts that are not already accepted by the metadata server's host. For example, if the metadata server is on Windows, it is not necessary (or appropriate) to configure direct use of Active Directory.

*Note:* A PUBLIC-only user does not need a metadata user definition. For metadata administrators and certain service identities, it is appropriate to use a SAS internal account.

## About Groups

 A group is a set of users.

We recommend that you create groups to simplify security management as follows:

- It is more efficient to assign permissions to groups than to individual users.
- If you need to store passwords in the metadata, you can reduce the amount of required maintenance by using a group to make one shared account available to multiple users.
- It is sometimes more efficient to manage role membership by assigning groups to roles instead of assigning users directly to roles.


This table introduces three predefined groups:

**Table 1.1** *PUBLIC, SASUSERS, and SAS Administrators*

| Group              | Description  |
|--------------------|--|
| PUBLIC             | Includes everyone who can access the metadata server (directly or through a trust relationship).   |
| SASUSERS           | Includes those members of the PUBLIC group who have a well-formed user definition.   |
| SAS Administrators | Should include only users who perform metadata administrative tasks. In a standard configuration, this group has broad access but is not unrestricted. |

**TIP** A group's membership can include other groups as well as individual users. This enables you to create a nested group structure.

## About Roles

 A role manages the availability of application features such as menu items.

An application feature that is under role-based management is called a capability. Anyone who is a member of a role has all of that role's capabilities. This list highlights key points:

- Roles determine which user interface elements (such as menu items or plug-ins) you see when you use an application. Roles do not protect data or metadata (other than a few system items).
- Having a certain capability is not an alternative to meeting permission requirements. Permission requirements and capability requirements are cumulative.
- Roles and groups serve distinct purposes. You cannot assign permissions to a role or capabilities to a group.
- Capabilities are always additive. Assigning someone to a role never reduces what that person can do.

Each application that supports roles offers a fixed set of capabilities. You cannot convert an application feature that is not a capability into a capability.

*Note:* If you add custom plug-ins (in SAS Management Console) or custom tasks (in SAS Enterprise Guide or the SAS Add-In for Microsoft Office), you can register those features as capabilities. For further information, see the administrative documentation for those applications.

Each application that supports roles provides one or more predefined roles. Each predefined role has a unique initial set of capabilities. The capabilities that a role provides should reflect the activities and responsibilities of that role's members. You can adjust the distribution of capabilities in these ways:

- Change role memberships. For example, to prevent regular users from seeing plug-ins in SAS Management Console, you might narrow the membership of the **Management Console: Content Management** role by making changes on that role's **Members** tab.
- Customize the initial roles-to-capabilities mapping by using any of these techniques:
  - Incrementally select or clear explicit capabilities for a role. You cannot deselect capabilities for the unrestricted role.
  - Aggregate existing roles so that one or more roles contributes all of their capabilities to another role.
  - Create new roles that provide unique combinations of capabilities.

This table introduces the main administrative roles:

**Table 1.2** Main Administrative Roles

| Role                                    | Capabilities  |
|---|---|
| Metadata Server:<br>Unrestricted        | Members have all capabilities and cannot be denied any permissions in the metadata environment.*  |
| Metadata Server:<br>User Administration | Members can create, update, and delete users, groups, roles (other than the unrestricted role), internal accounts, logins, and authentication domains.**    |
| Metadata Server:<br>Operation           | Members can administer the metadata server (monitor, stop, pause, resume, quiesce) and its repositories (add, initialize, register, unregister, delete).*** |
| Management<br>Console: Advanced         | Members can see all plug-ins in SAS Management Console (in the initial configuration).  |

\* Unrestricted users are subject to denials in other authorization layers, can use only those logins that are assigned to them (or to groups to which they belong), and do not have implicit capabilities that are provided by components other than the metadata server.

\*\* Restricted user administrators cannot update identities for which they have an explicit (white) or ACT (green) denial of WriteMetadata.

\*\*\* Only someone who has an external user ID that is listed in the adminUsers.txt file with a preceding asterisk can delete, unregister, add, or initialize a foundation repository. Only an unrestricted user can analyze and repair metadata or perform tasks when the metadata server is paused for administration.

## About Logins

### What is a Login?

A login is a SAS copy of information about an external account. Every login must include a user ID. In a login for a Windows account, the ID must be qualified (for example, *user@company.com*), *domain\user*, or *machine\user*.

**TIP** The requirement to provide a qualified ID for a Windows account applies to the SAS copy of the ID. It is usually not necessary to qualify the user ID that you provide when you launch a SAS application.

**TIP** If you do provide a qualified ID when you log on, you must use the same format that was used in your login. For example, Windows might accept both *WIN\me* and *Me.MyLastName@mycompany.com*, but SAS can understand only one of these qualified forms (the form in which the SAS copy of the ID is stored).

### Logins for Users

Each user should have a login that establishes their SAS identity. It is not necessary to include a password in this login. For example, this is how Joe's login might look when a user administrator views Joe's **Accounts** tab:

```
DefaultAuth | WIN\Joe |
```

A user might have additional logins that provide access to other systems. For example, if Joe has his own Oracle account, he might have these two logins:

```
DefaultAuth | joe      |
OracleAuth  | ORAjoe  | *****
```

*Note:* The Oracle login should include a copy of Joe's Oracle password.

If a site uses Web authentication, the requirements are different. For example, if Joe uses both Web and desktop applications at such a site, Joe might have these three logins:

```
DefaultAuth | WIN\Joe |
OracleAuth  | ORAjoe | *****
web         | WEBjoe |
```

*Note:* Like his DefaultAuth login, Joe's Web login does not need to include a password.

### Logins for Groups

Groups do not have to have logins. The main reason to give a login to a group is to make a shared account available to multiple users. A group login contains a SAS copy of the user ID and password for a shared account. For example, to provide shared access to DB2, a group might have a login that looks like this:

```
DB2Auth | sharedDB2id | *****
```

All members of the group can see and use this login. Since this login is for a third-party database, a copy of the DBMS account password should be stored in this login.

## About Internal Accounts

### **What is an Internal Account?**

An internal account is a SAS account that the metadata server authenticates independently, without relying on an external authentication provider such as the operating system. Use internal accounts for only metadata administrators and certain service identities. For these identities, an internal account is an acceptable substitute for an external account with a corresponding login. For example, the SAS Administrator and the SAS Trusted User can be based on internal accounts.

### **Benefits of Internal Accounts**

Internal accounts have these advantages:

- Internal accounts provide an alternative to creating external accounts for SAS internal purposes such as inter-process communication.
- Internal accounts can be maintenance free. You do not have to synchronize internal accounts with some other user registry. Internal accounts do not have to conform to the security policies of the rest of your computing environment. For example, even if your host security policy forces password changes every 30 days, you can retain the initial policy for internal account passwords (which is that these passwords never expire).
- Internal accounts are usable only in the SAS realm, so they reduce exposure to the rest of your security environment.

### **Limitations of Internal Accounts**

Although the **Create Internal Account** button is available on all user definitions, internal accounts are not intended for regular users. Someone who has only an internal account cannot do these things:

- launch a standard workspace server without interactively providing some external credentials
- participate in Integrated Windows authentication or Web authentication
- add, delete, initialize, or unregister a foundation repository

### **Policies for Internal Accounts**

By initial policy, these server-level settings are in effect:

- Accounts do not expire and are not suspended due to inactivity.
- Passwords must be at least six characters, do not have to include mixed case or numbers, and do not expire.
- The five most recent passwords for an account cannot be reused for that account.
- There is no mandatory time delay between password changes.
- After three failed attempts to log on, an account is locked. If an account is locked because of logon failures, further log on attempts cannot be made for one hour.
- For an account that has a password expiration period, there is a forced password change on first use and after the password is reset by someone other than the account owner. By initial policy, passwords do not expire so there are no forced password changes.

*Note:* These settings are defined in the metadata server's omaconfig.xml file. In **User Manager**, you can customize some of these settings on a per-account basis.

**CAUTION:**

**Passwords for a few required accounts (such as the SAS Administrator and the SAS Trusted User) are included in configuration files.** If you change these passwords, you must also update the configuration. See the *SAS Intelligence Platform: Security Administration Guide*.

## About Authentication Domains

### **What is an Authentication Domain?**

An authentication domain is a name that facilitates the matching of logins with the servers for which they are valid. This matching is not important when you launch a client, but it is important when you access certain secondary servers such as a third-party DBMS or a standard workspace server.

### **When Do I Need to Add an Authentication Domain?**

In the simplest case, all logins and SAS servers are associated with one authentication domain (DefaultAuth). This list describes the most common reasons for using more authentication domains:

- If you use Web authentication, you might need a second authentication domain for the logins that contain Web realm user IDs.
- If you want to provide seamless access to a third-party server (such as a DBMS server) that has its own user registry, you need a separate authentication domain for that server and its logins.
- If both of the following criteria are met, you need a separate authentication domain for the standard workspace server and its logins:
  - The standard workspace server does not share an authentication provider with the metadata server (and cannot be configured to do so).
  - You want to provide seamless individualized access to the standard workspace server.

## About Passwords

### **Passwords in Logins**

In general, it is not necessary to create a SAS copy of an external password. An exception is if you want to provide seamless access to a server that requires credentials that are different from the credentials that users initially submit. These are the most common examples:

- A third-party DBMS server might require a different set of credentials.
- In a multi-platform environment, the standard workspace server might require a different set of credentials.

If credentials are not otherwise available, some applications prompt users for an appropriate user ID and password.

**Passwords in Internal Accounts**

Internal accounts exist only in the metadata. Each internal account includes a password. By initial policy, internal passwords do not expire.

**Passwords in Configuration Files**

Passwords for a few required accounts (such as the SAS Administrator and the SAS Trusted User) are included in configuration files. If you change these passwords, you must also update the configuration. See the *SAS Intelligence Platform: Security Administration Guide*.

**About External Identities****What is an External Identity?**

While logins and internal accounts are involved in the logon process, external identities are not. An external identity is an optional synchronization key for a user, group, or role. If you use batch processes to coordinate SAS identity information with your primary user registry, you need external identities (such as employee IDs) to facilitate matching. This list explains the circumstances in which a user, group, or role needs an external identity:

- For a user, group, or role that you maintain interactively in SAS Management Console, no external identity is needed.
- For a user, group, or role that you maintain using batch processes, one external identity is needed.

**Where do External Identities Come From?**

External identities can be added in these ways:

- For a user, group, or role that is created by an import process, an external identity is added as part of that process.
- For any user, group, or role, you can interactively add an external identity on the **General** tab of their definition.

**Requirement: Unique Names and IDs**

Within a metadata server, these uniqueness requirements apply:

- You cannot create a user definition that has the same name as an existing user definition.
- You cannot create a group or role definition that has the same name as an existing group or role definition.
- You cannot assign the same user ID to different users or groups. All of the logins that include a particular user ID must be owned by the same identity. This enables the metadata server to resolve each user ID to a single identity.
  - This requirement is case-insensitive. For example, you cannot assign a login with a user ID of *smith* to one user and a login with a user ID of *SMITH* to another user.
  - This requirement applies to the qualified form of the user ID. For example, you can assign a login with a user ID of *winDEV\brown* to one user and a login with a user ID of *winPROD\brown* to another user.

- This requirement cannot be mitigated by associating the logins with different SAS authentication domains. For example, if one user has a login with a user ID of *smith* in DefaultAuth, you cannot give any other user a login with the user ID *smith*, even if you put that login in another authentication domain.
- If you give a user two logins that contain the same user ID, the logins must be in different authentication domains. Within an authentication domain, each user ID must be unique. For example, if you give Tara O'Toole two logins that both have a user ID of *tara*, then you cannot associate both of those logins with the OraAuth authentication domain. As with the previous requirement, this requirement is case-insensitive and is applied to the fully qualified form of the user ID.

---

## Introduction to Access Management

### About Access Management

Access management determines which items a user can interact with. The permissions that you set in SAS Management Console are part of a metadata-based access control system that SAS provides. These permission settings supplement protections in other layers (such as the operating system and the WebDAV). Across layers, protections are cumulative. You cannot perform a task unless you have sufficient access in all layers.


#### **CAUTION:**

**Do not rely exclusively on metadata layer permissions to protect data.** Manage physical access (operating system and DBMS permissions) in addition to metadata layer access.


You manage access to an item as part of the item's properties (on the item's **Authorization** tab). Your roles and permissions determine which access management tasks you can perform.

### Granularity and Mechanics of Permissions


#### **Repository-Level Controls**

 Repository-level controls function as a gateway. Participating users usually need ReadMetadata and WriteMetadata permissions for the foundation repository. Repository-level controls also serve as a parent-of-last-resort, defining access to resources that do not have more specific settings. Repository-level controls are defined on the **Permission Pattern** tab of the repository ACT.


#### **Resource-Level Controls**

 Resource-level controls manage access to a specific item such as a report, an information map, a stored process, a table, a cube, or a folder. You can define resource-level controls individually (as explicit settings) or in patterns (by using access control templates).

#### **Fine-Grained Controls**

 Fine-grained controls affect access to subsets of data within a resource. To establish fine-grained controls, you define permission conditions that constrain access to rows within a table or members within an OLAP dimension.

### **Feature-Level Controls**


 Some applications use roles to limit access to functionality. These applications check each user's roles in order to determine which menu items and features to display for that user. Roles are not an authorization feature; they are managed and documented as part of user administration.




## **Inheritance and Precedence of Permissions**

### **Two Relationship Networks**


Permission settings are conveyed across two distinct relationship networks, a resource network and an identity network. Permissions that are set directly on an item have priority over permissions that are set on the item's parent. For example, when access to a report is evaluated, a denial that is set on the report (and assigned to the PUBLIC group) overrides a grant that is set on the report's parent folder (even if the grant is assigned to you).

### **The Resource Relationships Network**

 Permissions that you set on one item can affect many other items. For example, a report inherits permissions from the folder in which the report is located. This relationship network consists primarily of a folder tree. This list highlights exceptions:

- The root folder  is not the ultimate parent. This folder inherits from the repository (through the permission pattern of the repository ACT .
- The root folder  is not a universal parent. Some system resources (such as application servers, identities, and ACTs) have the repository as their immediate and only parent.
- Inheritance within a table or cube follows the data structure. For example, table columns and cube hierarchies do not have a folder as their immediate parent. Instead, a column inherits from its parent table and a hierarchy inherits from its parent cube.
- In unusual circumstances, it is possible for an item to have more than one immediate parent. If there is a tie in this network (for example, if there are no settings on an item, the item has two immediate parents, and one parent provides a grant while the other parent provides a denial), the outcome is a grant. In other words, a grant from any inheritance path is sufficient to provide access.
- In general, specialized folders (such as search folders, favorites folders, and virtual folders) don't convey permissions to the objects that they contain. An exception is that a favorites folder does convey permissions to any child favorites folders (favorites groups) that it contains.

### **The Identity Relationships Network**

 Permissions that you assign to one group can affect many other identities. For example, if you grant a group access to an OLAP cube, that grant applies to all users who are members of the group. This relationship network is governed by a precedence order that starts with a primary identity, can incorporate multiple levels of group memberships, and ends with implicit memberships in SASUSERS and then PUBLIC. If there is a tie in this network (for example, if you directly assign a user to two groups and give one group a grant and another group a deny), the outcome is a deny.

## Use and Enforcement of Each Permission

**Table 1.3** Use and Enforcement of Each Permission

| Permission<br>(Abbreviation) | Actions Affected and Limitations on Enforcement   |
|------------------------------|---|
| ReadMetadata (RM)            | View an item or navigate past a folder. For example, to see an information map you need RM for that information map. To see or traverse a folder you need RM for that folder.   |
| WriteMetadata (WM)           | Edit, delete, change permissions for, or rename an item. For example, to edit a report you need WM for the report. To delete a report you need WM for the report (and WMM for the report's parent folder). WM affects the ability to create associations. For example, you need WM on an application server in order to associate a library to that server. WM affects the ability to create items in certain containers. For example, to add an item anywhere in a repository, you need WM at the repository level. For folders, adding and deleting child items is controlled by WMM, not WM. |
| WriteMemberMetadata (WMM)    | Add an item to a folder or delete an item from a folder. For example, to save a report to a folder, you need WMM for the folder. To remove a report from a folder, you need WMM for the folder (and WM for the report). To enable someone to interact with a folder's contents but with not the folder itself, grant WMM and deny WM.*  |
| CheckInMetadata (CM)         | Check in and check out items in a change-managed area. Applicable only in SAS Data Integration Studio.**  |
| Administer (A)               | Operate (monitor, stop, pause, resume, refresh, or quiesce) servers and spawners. For the metadata server, the availability of similar tasks is managed by the Metadata Server: Operation role (not by this permission).  |
| Read (R)                     | Read data. For example, while you need RM for a cube in order to see a cube, you need R for that cube in order to run a query against it. Enforced for OLAP data, information maps, data that is accessed through the metadata LIBNAME engine, and dashboard objects.   |
| Create (C)                   | Add data. For example, on a table, C controls adding rows to the table. Enforced for data that is accessed through the metadata LIBNAME engine.   |
| Write (W)                    | Update data. For example, on a table, W controls updating the rows in the table. Enforced for data that is accessed through the metadata LIBNAME engine, for publishing channels, and for dashboard objects.  |
| Delete (D)                   | Delete data. For example, D on a library controls the deletion of tables from the library. Enforced for data that is accessed through the metadata LIBNAME engine and for dashboard objects.  |

\* A folder's WMM settings mirror its WM settings unless the folder has explicit  or ACT  (green) settings of WMM. A grant (or deny) of WMM on a folder becomes an inherited grant (or deny) of WM on the items and subfolders within that folder. WMM is not inherited from one folder to another. WMM is not applicable to specialized folders (such as virtual folders, favorites folders, or search folders).

\*\* For any change-managed areas or resources, change-managed users should have CM (instead of WM or WMM). Change management is a SAS Data Integration Studio feature.



## Chapter 2

# User Administration Tasks

---

|   |           |
|---|-----------|
| <b>Getting Information About a User</b> . . . . .         | <b>14</b> |
| What Groups is This User In? . . . . .                    | 14        |
| What Roles is This User In? . . . . .                     | 14        |
| What Can This User Do? . . . . .                          | 15        |
| What Logins Are Available to This User? . . . . .         | 15        |
| Does This User Have an External Identity? . . . . .       | 15        |
| Does This User Have an Internal Account? . . . . .        | 16        |
| <b>Who Can Manage Users, Groups, and Roles?</b> . . . . . | <b>16</b> |
| <b>Add Users</b> . . . . .                                | <b>16</b> |
| <b>Add Administrators</b> . . . . .                       | <b>17</b> |
| <b>Manage Passwords</b> . . . . .                         | <b>19</b> |
| Update the Password in a Login . . . . .                  | 19        |
| Reset an Internal Password . . . . .                      | 19        |
| <b>Add Contact Information</b> . . . . .                  | <b>20</b> |
| <b>Create a Custom Group</b> . . . . .                    | <b>20</b> |
| Why Create a Custom Group? . . . . .                      | 20        |
| How to Create a Custom Group . . . . .                    | 20        |
| <b>Create a Custom Role</b> . . . . .                     | <b>21</b> |
| Why Create a Custom Role? . . . . .                       | 21        |
| How to Create a Custom Role . . . . .                     | 21        |
| <b>Change a Role's Capabilities</b> . . . . .             | <b>22</b> |
| <b>Adjust Group or Role Membership</b> . . . . .          | <b>23</b> |
| <b>Make a SAS Copy of DBMS Credentials</b> . . . . .      | <b>23</b> |
| Store Shared Credentials for a DBMS . . . . .             | 24        |
| Store Individual Credentials for a DBMS . . . . .         | 24        |
| <b>Unlock an Internal Account</b> . . . . .               | <b>24</b> |
| <b>Adjust Policies for an Internal Account</b> . . . . .  | <b>25</b> |
| <b>Manage Authentication Domains</b> . . . . .            | <b>25</b> |
| Add an Authentication Domain . . . . .                    | 25        |
| Rename an Authentication Domain . . . . .                 | 25        |
| Delete an Authentication Domain . . . . .                 | 26        |
| <b>Rename a User, Group, or Role</b> . . . . .            | <b>26</b> |
| <b>Delete a User, Group, or Role</b> . . . . .            | <b>26</b> |

|  |           |
|--|-----------|
| <b>Delegate Management of a Group or Role</b> .....    | <b>26</b> |
| <b>Include a User in Batch Synchronization</b> .....   | <b>27</b> |
| <b>Import or Export Users, Groups, and Roles</b> ..... | <b>27</b> |
| <b>Tips for Finding a User, Group, or Role</b> .....   | <b>27</b> |

---

## Getting Information About a User

### *What Groups is This User In?*

This list explains how group memberships are displayed for a user named Joe:

#### direct groups

If Joe is directly assigned to any groups, those assignments are displayed in the **Member of** list box on the **Groups and Roles** tab in Joe's Properties dialog box.

#### indirect groups

If Joe is a member of a group that is a member of another group, Joe is an indirect member of the second group. Because indirect membership is not displayed in Joe's **Member of** list box, you must check the properties of each group that Joe belongs to in order to determine whether that group is a member of another group.

#### implicit groups

If Joe has a well-formed user definition, he automatically belongs to both the PUBLIC and SASUSERS groups. These implicit memberships are not reflected in Joe's **Member of** list box.

### *What Roles is This User In?*

This list explains how role memberships are displayed for a user named Joe:

#### direct roles

If Joe is directly assigned to any roles, those assignments are displayed in the **Member of** list box on the **Groups and Roles** tab in Joe's Properties dialog box.

#### indirect roles

If Joe is a member of a group that is assigned to a role, Joe is an indirect member of that role. Because indirect membership is not displayed in Joe's **Member of** list box, you must check the properties of each group that Joe belongs to in order to determine whether that group is a member of any roles. Remember that Joe's **Member of** list box does not reflect his implicit membership in SASUSERS and PUBLIC. Users get most of their non-administrative capabilities through implicit membership in these groups.

#### contributing roles

If Joe is in a role that has contributing roles, Joe has the capabilities of the contributing roles. To determine whether a role has contributing roles, access the role's Properties dialog box and select the **Contributing Roles** tab.

## What Can This User Do?





### Which Items Can This User Access?

Joe's access is not displayed as part of his user definition. Instead, Joe's permissions for a particular item are displayed on that item's **Authorization** tab.

**TIP** SAS programmers can create reports that document access to resources. See the discussion of security report macros in the *SAS Intelligence Platform: Security Administration Guide*.

### Which Application Features are Visible to This User?

Joe has all of the capabilities that are provided by any of his roles. This list highlights key points about a role's **Capabilities** tab:

- Some roles provide implicit capabilities, which are not displayed. For example, the ability to create users is provided by the Metadata Server: User Administration role, but there is no **Create Users** check box on the **Capabilities** tab.
- A capability that has a gray check box  comes from a contributing role.
- These icons indicate the status of the items beneath a node in the tree:
  - A full tree icon  indicates that all of the capabilities are assigned.
  - An empty tree icon  indicates that none of the capabilities are assigned.
  - A partial tree icon  indicates that some of the capabilities are assigned.

## What Logins Are Available to This User?

This list explains how the logins that are available to a user named Joe are displayed:

### personal logins

Joe's personal logins are displayed on the **Accounts** tab in his Properties dialog box.

Only Joe and users who have user administration capabilities can see Joe's logins.

### group logins

A login that is assigned to a group can be used by any member of that group.

Because Joe's group logins are not displayed on his **Accounts** tab, you must check the properties of each group that Joe belongs to in order to determine whether any of those groups have logins.

*Note:* On an **Accounts** tab, logins are visible only if you have user administration capabilities, you are looking at your own user definition, or you are looking at a group that you belong to.

## Does This User Have an External Identity?

To determine whether a user has an external identity, click the **External Identities** button on the user's **General** tab.

### Does This User Have an Internal Account?

To determine whether a user has an internal account, examine the bottom of the user's **Accounts** tab. If a user has an internal account, their internal ID is listed in that location. Regular users usually do not have internal accounts.

*Note:* Internal accounts are visible only if you have user administration capabilities or you are looking at your own user definition.

---

## Who Can Manage Users, Groups, and Roles?

**Table 2.1** Requirements for Managing Identities

| Task   | Requirements   |
|--|--|
| Create users, groups, and roles.<br>Update or delete users, groups, and roles (other than the unrestricted role).<br>Reset other user's passwords (in metadata). | User administration capabilities, the User Manager capability, and these permissions: <ul style="list-style-type: none"> <li>• WriteMetadata permission to the identities (to update or delete them)</li> <li>• WriteMetadata permission to the software components that provide role capabilities (to change capability assignments)</li> <li>• WriteMetadata permission to the repository (to add identities, logins, and related items).</li> </ul> In the initial configuration, the SAS Administrators group meets all of these requirements. |
| Manage the unrestricted role   | Unrestricted status. In the initial configuration, only one user (the SAS Administrator) meets this requirement.   |

*Note:* Each user can manage their own personal logins in SAS Personal Login Manager.

*Note:* You can delegate management of an existing identity to someone who does not have user administration capabilities. See [“Delegate Management of a Group or Role” on page 26](#).

---

## Add Users

To create an individual SAS identity:

1. On the **Plug-ins** tab, select **User Manager**. Make sure that you are in the foundation repository.
2. For each user:
  - a. Right-click and select **New** ⇒ **User**.
  - b. On the **General** tab, enter a name.

**TIP** We recommend that you avoid using spaces or special characters in the name of a user, group, or role that you create. Not all components support spaces and special characters in identity names.

- c. On the **Accounts** tab, click **New**. In the New Login dialog box, select **DefaultAuth** and enter the user's external account ID.

*Note:* In the standard configuration, you can use any account (LDAP, Active Directory, host, or other) that is known to the metadata server's host.

*Note:* For a Windows account, qualify the ID (for example, *WIN\user* or *user@mycompany.com*).

**Table 2.2** Adapted Instructions for Sites That Use Web Authentication

| Type of User                                       | Adapted Instructions*   |
|--|---|
| Someone who uses only Web applications             | Select the Web realm authentication domain (such as <b>web</b> ) instead of <b>DefaultAuth</b> and enter the user's Web realm ID. |
| Someone who uses both Web and desktop applications | Complete the standard instructions and also add a Web realm login.  |

\* If the Web user IDs and the metadata server user IDs are identical, and the Web applications do not use a standard workspace server, it is not necessary to follow these adapted instructions.

**TIP** Do not include a password in this login.

- d. Click **OK** to save the new login. Click **OK** again to save the new user.
3. (Optional) Use the **Groups and Roles** tab to make a user a direct member of another group or a role.

*Note:* The user automatically belongs to PUBLIC (everyone who can access the metadata server) and SASUSERS (those members of PUBLIC who have a well-formed user definition).

4. Make sure that anyone who uses Windows host credentials to access a standard workspace server has the "Log on as a batch job" Windows privilege. For example, you might add the user's Windows account to a Windows group that is named **SAS Server Users**.
5. If you need to provide seamless access to a third-party server that uses proprietary authentication, either give the user a second login or make the user a member of a group that has a shared login for that server. See ["Make a SAS Copy of DBMS Credentials" on page 23](#).

*Note:* You do not have to make changes on the user's **Authorization** tab. This tab has no effect on what the user can do.

---

## Add Administrators

To create an individual SAS identity that is based on an internal account:

1. On the **Plug-ins** tab, select **User Manager**. Make sure that you are in the foundation repository.

2. For each administrator:
  - a. Right-click and select **New** ⇒ **User**.
  - b. On the **General** tab, enter a name.
 

*Note:* The administrator's internal user ID will be based on this name, so it is a good idea to use a short identifier.
  - c. On the **Accounts** tab, click **Create Internal Account**. In the New Internal Account dialog box, enter and confirm an initial password.
 

*Note:* By initial policy, internal passwords must be at least six characters, do not have to include mixed case or numbers, and do not expire.

**TIP** If you want to force a password change on first use, set a password expiration period.
  - d. On the **Groups and Roles** tab, move the SAS Administrators group to the **Member of** list box. This makes the new user a member of SAS Administrators.
  - e. Click **OK** to save the new administrator.
3. (Optional) To verify your work, examine the SAS Administrators group:
  - a. In the main display, select the **SAS Administrators** group, right-click, and select **Properties**.
  - b. On the **Members** tab, verify that the new administrators are in the **Current Members** list box.
  - c. On the **Groups and Roles** tab, verify that the **Member of** list box includes at least these standard memberships:
    - **Metadata Server: User Administration**
    - **Metadata Server: Operation**
    - **Management Console: Advanced**

In a standard configuration, members of the SAS Administrators group are able to perform almost all administrative tasks.

This list highlights key points:

- You do not have to use internal accounts for your administrators. You can choose to give an administrator an external account and a corresponding login as you would for a regular user.
- When you log on with an internal account, remember to include the *@saspw* suffix (for example, *sasadm@saspw*).
- A few administrative tasks (such as validating a workspace server, testing prompts, performing backups, and importing and exporting physical content) use a standard workspace server. Someone who has only an internal account cannot perform such tasks without interactively providing external credentials.
- If you want to make someone an unrestricted administrator, move the **Metadata Server: Unrestricted** role to the **Member of** list box in step 2d.
- We recommend that administrators do not also serve as regular users. If you want someone to be an administrator only some of the time, create two user definitions for that person.
  - One definition is based on an external account and is not a member of SAS Administrators.

- The other definition is based on an internal account and is a member of SAS Administrators.

A dual user logs on with their internal account when they need administrative privileges and with their external account the rest of the time.

## Manage Passwords

Passwords for a few required accounts (such as the SAS Administrator and the SAS Trusted User) are included in configuration files. If these passwords change, you must also update the configuration. See the *SAS Intelligence Platform: Security Administration Guide*.

### Update the Password in a Login

Password management for logins is driven by changes that occur in other systems. For example, if you have a personal login for a third-party DBMS, and you change your DBMS password, you must also update the SAS copy of that password.

*Note:* Most logins do not include passwords, so this is not an extremely common task.

*Note:* Each user can update their own logins as necessary in SAS Personal Login Manager.

1. Select the user (or group) whose external password has changed.
2. Right-click and select **Properties**.
3. On the **Accounts** tab, select the login that you need to update and click **Edit**.

*Note:* Only someone who has user administration capabilities can see logins that do not belong to them.

4. In the Login Properties dialog box, enter and confirm the new password.

### Reset an Internal Password

*Note:* Typically, each administrator updates their own internal password as necessary (in SAS Management Console or SAS Personal Login Manager).

1. Select the user whose internal password you want to reset.
2. Right-click and select **Properties**.
3. At the bottom of the user's **Accounts** tab, click **Update**.

*Note:* If this button is not present, the user does not have an internal account. Internal accounts are intended for only metadata administrators and certain service identities.

4. In the user's Internal Account Properties dialog box, enter and confirm a new password.

*Note:* By initial policy, internal passwords must be at least six characters, do not have to include mixed case or numbers, and do not expire.

5. If you are resetting someone else's password, inform the owner of the account that their password has been reset and tell them what the new password is.

*Note:* By initial policy, the owner of the account is forced to change the password on first use following a password reset. This policy applies only to accounts that have a password expiration period. This policy does not apply when you reset your own password.

---

## Add Contact Information

Some application features (such as subscriptions to publishing channels) can use contact information that is stored in user definitions.

1. Select the user whose phone number, e-mail address, or location that you want to store.

*Note:* You cannot store contact information for groups or roles.

2. Right-click and select **Properties**.
3. On the **General** tab, select the **Email**, **Phone**, or **Address** tab and then click **New**.
4. In the Properties dialog box, enter contact information.

**TIP** If you batch synchronize users and want to preserve contact information that you enter interactively, use a consistent value in the **Type** field. In your synchronization code, you can use this value to define exceptions that exclude this data from the batch update.

---

## Create a Custom Group

### *Why Create a Custom Group?*

Most predefined groups are either very broad (PUBLIC, SASUSERS) or very narrow and highly privileged (SAS Administrators). Create more groups for these reasons:

- To manage permissions for distinct classes of access. For example, you might create a group for each business unit or functional area of responsibility.
- To make a shared credential available to multiple users. See [“Store Shared Credentials for a DBMS” on page 24](#).

### *How to Create a Custom Group*

1. On the **Plug-ins** tab, select **User Manager** and make sure you are in the correct repository.

*Note:* You usually create groups in the foundation repository. You can also create groups in custom repositories.

2. Right-click and select **New** ⇒ **Group**.
3. In the Properties dialog box:
  - a. On the **General** tab, enter a name.

**TIP** We recommend that you avoid using spaces or special characters in the name of a user, group, or role that you create. Not all components support spaces and special characters in identity names.

- b. On the **Members** tab, assign user or groups to the new group.
- c. If you want to make this group a member of other groups or roles, use the **Groups and Roles** tab.
- d. If you are using this group to make a shared account available, add a shared login on the **Accounts** tab.

*Note:* You do not have to make changes on the group's **Authorization** tab. This tab has no effect on what the group can do.

## Create a Custom Role

### Why Create a Custom Role?

In many cases, the predefined roles are sufficient. You might choose to create additional roles for these reasons:

- To decrease the level of granularity by creating an umbrella role that aggregates two or more existing roles. For example, you might create a role that includes all capabilities other than those of the most privileged roles.
- To increase the level of granularity by creating a mini-role that provides only a subset of the capabilities of a predefined role. For example, you might create a custom role called Report Distribution that provides only the report scheduling and distribution capabilities for SAS Web Report Studio.
- To create a cross-application role for a particular type of functionality. For example, you might create an OLAP role that includes the OLAP capabilities from SAS Enterprise Guide and the SAS Add-In for Microsoft Office.

### How to Create a Custom Role

1. On the **Plug-ins** tab, select **User Manager** and make sure you are in the correct repository.

*Note:* You usually create roles in the foundation repository. You can also create roles in custom repositories.

2. Right-click and select **New** ⇒ **Role**.
3. In the Properties dialog box:

- a. On the **General** tab, enter a name.

**TIP** We recommend that you avoid using spaces or special characters in the name of a user, group, or role that you create. Not all components support spaces and special characters in identity names.

- b. On the **Members** tab, assign users and groups to the role.
- c. Define the role's capabilities using either or both of these techniques:

- Assign capabilities to the role by selecting check boxes on the **Capabilities** tab. Clicking a tree icon changes the status of the selections beneath that icon's node.
- Give this role all of the capabilities of one or more other roles by using the **Contributing Roles** tab. For example, to create a role that includes all capabilities other than those of the most privileged roles, select the **Contributing Roles** tab, move all roles over and then move the metadata server roles back.

*Note:* Changes that you make to a role's capabilities affect any roles to which that role contributes its capabilities.

*Note:* You cannot selectively assign or incrementally remove a contributed capability.

*Note:* You do not have to make changes on the role's **Authorization** tab. This tab has no effect on what the role can do.

---

## Change a Role's Capabilities

### **CAUTION:**

**There is no automated method for reverting a role back to its original set of capabilities.** The initial capabilities-to-roles mapping is appropriate in many cases. Instead of adjusting the capabilities of a predefined role, consider creating a new role.

To change the set of capabilities that a role provides:

1. Make sure you have a current backup.
2. In **User Manager**, select the role.
3. Right-click and select **Properties**.
4. Use either or both of these techniques:
  - Incrementally add or remove capabilities from the role by selecting or clearing check boxes on the **Capabilities** tab.

*Note:* A capability that has gray shading behind its check box  comes from a contributing role and cannot be removed individually.

*Note:* If you click a selected white check box (because you want to clear that check box) and you then see a selected gray check box , your removal of the explicit assignment has revealed an underlying contributed capability.



*Note:* You cannot deselect capabilities for the unrestricted role.

- Give the role the capabilities of one or more other roles by using the **Contributing Roles** tab.

*Note:* These relationships are dynamic; changes that you make to a role's capabilities affect any roles to which that role contributes its capabilities.

*Note:* These relationships are monolithic; you cannot selectively assign or incrementally remove a contributed capability.

This list provides details about the **Capabilities** tab:

- Some roles include implicit capabilities, which are not displayed on this tab. For example, the ability to create users is part of the Metadata Server: User Administration role but there is no **Create Users** check box on the **Capabilities** tab.
  - The tree icons indicate the status of the items beneath a node in the tree. Clicking a tree icon changes the status of the selections beneath that icon's node. The status cycles between full, empty, and partial states, with these exceptions:
    - The empty state  does not occur if there are contributed capabilities.
    - The partial state  occurs only if the original settings were mixed (some capabilities selected, some capabilities not selected).

*Note:* The original settings are a cache of the selections that were in place at the time that you first click a particular tree icon. Any intervening action (such as clicking a check box or clicking the tree icon for a different node) causes an update to the original settings cache. There is no cache of earlier states. If you want to undo all of your changes, click **Cancel**.
5. (Optional) On the **General** tab, update the role's description to reflect its revised capabilities.
  6. Click **OK** to save the changes to the role.

---

## Adjust Group or Role Membership

1. In **User Manager**, select the group or role whose membership you want to change.
2. Right-click and select **Properties**.
3. On the **Members** tab, add or remove identities from the group or role.

*Note:* The **Current Members** list box displays only direct members.

*Note:* You cannot make a role a member of a group or of another role. You can instead make one role contribute all of its capabilities to another role.

*Note:* On a group definition, do not confuse the **Members** tab with the **Groups and Roles** tab. Use a group's **Groups and Roles** tab only if you want to make that group a member of other groups or roles.

**TIP** You can filter the contents of the **Available Members** list box by using the **Search** radio button and the **Show Users**, **Show Groups**, and **Search All Repositories** check boxes.

---

## Make a SAS Copy of DBMS Credentials

To provide seamless access to a third-party DBMS, add a login that contains the user ID and password for a DBMS account. These instructions are also appropriate for providing seamless access to other servers that require credentials that are different from the credentials with which a user initially logs on.

### Store Shared Credentials for a DBMS

1. Verify the authentication domain for the DBMS:
  - a. On the **Plug-ins** tab, expand the **Server Manager** node and select the DBMS server.
  - b. In the display area, right-click the server's connection object, select **Properties**, and access the **Options** tab. Note which authentication domain is specified.
2. In **User Manager**, identify or create the group that you will use to manage the shared DBMS account that you want to share. For example, if you want all users to share the account, use the PUBLIC group.
3. On the group's **Accounts** tab, click **New**.
4. In the New Login Properties dialog box:
  - a. Enter the user ID and password for the DBMS account.
  - b. Select the authentication domain that you saw in step 1b.
  - c. Click **OK** to save the login.
5. On the group's **Members** tab, make sure that everyone who needs to use the shared account is a member. Remember that only direct memberships are displayed, but indirect or implicit membership is also sufficient for making the credentials available.

### Store Individual Credentials for a DBMS

Follow the instructions in the preceding topic but add the login to a user's **Accounts** tab instead of a group's **Accounts** tab.

*Note:* If a user has more than one available login in a particular authentication domain, the login that is closest to the user is used. If there is tie (for example, if a user is a direct member of two groups and both groups have logins in the same authentication domain), the same login is used consistently but you cannot control which of the two logins is used.

---

## Unlock an Internal Account

By initial policy, three consecutive failed attempts to log on with an internal account locks that account for one hour. To immediately unlock a locked internal account:

1. In **User Manager**, select the user whose internal account is locked. Right-click and select **Properties**.
2. Select the **Accounts** tab. In the confirmation message box, click **Yes**.

---

## Adjust Policies for an Internal Account

You can use per-account settings to selectively override some of the server-level policies for internal accounts.

**TIP** To verify the current server-level settings, examine the metadata server's omaconfig.xml file.

1. On the user's **Accounts** tab, click **Update** to open the Internal Account Properties dialog box.
2. Make changes in the **Custom Settings** group box.

*Note:* There are two distinct expiration settings. Do not confuse the account expiration date with the password expiration period.

**TIP** A few required accounts (such as the SAS Administrator and the SAS Trusted User) are included in configuration files. To minimize administrative effort, do not add expiration dates to these accounts or expiration periods to these passwords.

---

## Manage Authentication Domains

### *Add an Authentication Domain*

1. On the **Plug-ins** tab, select **User Manager** (or **Server Manager**).
2. Right-click and select **Authentication Domains**.

*Note:* This menu item is available only if you have user administration capabilities.

3. In the Authentication Domain Management dialog box, click **New**.
4. In the New Authentication Domain dialog box, enter a name.

### *Rename an Authentication Domain*

**CAUTION:**

**Changing the name of an authentication domain can interfere with single sign-on.** Do not rename an authentication domain unless you need to make a correction. In particular, avoid renaming DefaultAuth because this requires that users update their connection profiles to use the new name.

This list explains how users can access their connection profiles:

- In most Java desktop clients, select **File** ⇒ **Connection Profile** and then click **Edit**.
- In SAS Enterprise Guide, select **Tools** ⇒ **Options** ⇒ **Administration** ⇒ **Modify** and then click **Modify**.
- In the SAS Add-In for Microsoft Office, select **SAS** ⇒ **Tools** ⇒ **Connections** and then click **Modify**.

*Note:* If Web applications reuse initial logon credentials, renaming an authentication domain can also require that you update and redeploy the Web applications.

To change the name of an authentication domain, select a row in the Authentication Domain Management dialog box and click **Edit**.

### Delete an Authentication Domain

**CAUTION:**

**When you delete an authentication domain, all of the logins in that authentication domain are deleted.** Before you delete an authentication domain, make sure you have a current backup.

To delete an authentication domain, select a row in the Authentication Domain Management dialog box and click **Delete**.

---

## Rename a User, Group, or Role

**CAUTION:**

**Do not change the name of a predefined role. If you change the name of a user who has an internal account, that user's internal ID changes too.** We recommend that you avoid changing identity names and instead add or update display names.

1. In **User Manager**, select the user, group, or role that you want to rename.
2. Right-click and select **Properties**.
3. On the **General** tab, add or edit text in the **Display Name** field. For an identity that does not have a display name, the name serves as the display name.

---

## Delete a User, Group, or Role

**CAUTION:**

**When you delete a user, group, or role, you lose all of that identity's associations (such as permission settings and memberships). Creating a new identity with the same name does not restore the associations.**

1. Select the user, group, or role that you want to delete.
2. Right-click and select **Delete**. In the confirmation message box, click **Yes**.

---

## Delegate Management of a Group or Role

To delegate management to someone who does not have user administration capabilities, use explicit (white) or ACT (green) grants of the WriteMetadata permission. For example, to delegate management of a group named ETL Developers to a user named Tara, you would access the **Authorization** tab for the ETL Developers group, add Tara, and explicitly grant the WriteMetadata permission to her.

*Note:* Do not assume that someone who has only indirect (gray) settings on someone else's **Authorization** tab has not been delegated management. The best way to check for delegation of an identity is to check each entry in the **Users and Groups** list box on that identity's **Authorization** tab to see whether there are any explicit (white) or ACT (green) grants of the WriteMetadata permission.

---

## Include a User in Batch Synchronization

*Note:* Only users, groups, and roles that have an external identity can participate in batch synchronization. The external identity serves as a synchronization key.

1. Select the user, right-click, and select **Properties**.
2. On the user's **General** tab, click **External Identities**.
3. Click **New**. In the **Identifier** field, enter a value that identifies the user in your external source.

**CAUTION:**

**An inaccurate external identity value can cause inadvertent deletion of an identity during the synchronization process.** Make sure that any external identity value that you add corresponds to a key ID value in the tables that you extract from your primary user registry.

*Note:* SAS does not enforce uniqueness when you store external identity values.

*Note:* The synchronization process uses only the first external identity in each list.

---

## Import or Export Users, Groups, and Roles

You can use the standard metadata import and export framework to copy identities from one metadata server to another. For example, to export users:

1. On the **Folders** tab, select **SAS Folders** ⇒ **System** ⇒ **Security** ⇒ **Users**.
2. Right-click and select **Export SAS Package**.

For additional information, click **Help** in the wizard, or see the *SAS Intelligence Platform: System Administration Guide*.

**TIP** Do not confuse these promotion tools with the user import macros that help you create and synchronize metadata identities from an external provider, such as Active Directory. The user import macros are documented in the *SAS Intelligence Platform: Security Administration Guide*.

---


## Tips for Finding a User, Group, or Role

This list explains how you can modify the **User Manager** display of users, groups, and roles:

- To sort the list of identities in ascending or descending order, click a column heading.
- To revert to the order in which identities were added to the repository, right-click a column heading and select **Sort Original**.
- To hide a column, right-click the column heading and select **Hide Column**.
- To show a hidden column, right-click any column heading and select **Show** ⇒ *the column name*.
- To change the width of a column, click and drag the edge of the column heading.
- To move a column, click and drag the column heading.
- To set a different default view, select the **User Manager** node on the **Plug-ins** tab, right-click, and select **Options**.
- To limit the type of identities displayed, clear the **Show Users, Show Groups, or Show Roles** check boxes.
- To filter the list of identities displayed, select the **Search** radio button.

*Note:* The **User, Group, or Role** column lists display names. For an identity that does not have a display name, the name is listed instead.

To find an identity in the **User Manager** display:

1. Make sure the correct repository is selected at the top of the **Plug-ins** tab.
2. Ensure that the appropriate **Show** check box is selected.
3. If you cannot easily locate the identity, select the **Search** radio button, specify criteria, and click **Search Now**. The generated list includes all identities that meet all of the specified criteria. To specify additional criteria, click **Advanced**. When advanced search criteria are applied, a yellow symbol  appears on the **Advanced** button.

## Chapter 3

# Exercises in User Administration

---

|   |           |
|---|-----------|
| <b>Assign Capabilities to a Role</b> .....      | <b>29</b> |
| <b>Create and Use an Internal Account</b> ..... | <b>30</b> |



---

## Assign Capabilities to a Role


To practice customizing the distribution of capabilities across roles, complete this exercise in SAS Management Console:

1. Log on as someone who has user administration capabilities and is a member of the SAS Administrators group (for example, sasadm@saspw).
2. On the **Plug-ins** tab, select **User Manager** (make sure you are in the foundation repository). In the display area, clear the **Show Users** and **Show Groups** check boxes. The roles that exist in your deployment are displayed.
3. Right-click **User Manager** and select **New** ⇒ **Role**. On the **General** tab, enter **Test Role** in the **Name** field.

*Note:* Creating a new role isolates this exercise from the rest of your deployment, ensuring that your current configuration is preserved.

4. To learn how to directly assign capabilities, select the **Capabilities** tab:
  - a. Notice that a message at the top of the tab reminds you that a few capabilities (for example, those of the metadata server's roles) are not listed on this tab (because those capabilities are implicit).
  - b. Notice that the first node (**Applications**) has an empty branch icon . This indicates that no explicit capabilities are assigned to this role.
  - c. Notice that there is a second-level node for each component that provides explicit capabilities. A role can provide capabilities from multiple applications.
  - d. Click **+** to expand the **Management Console** node. Click **+** to expand the **Plug-ins** node. Select the **Authorization Manager** check box. Notice that the branch icons are now partial . This indicates that some of the capabilities are selected.


*Note:* To see a description of any capability, click that capability's text and look at the **Description** field at the bottom of the tab.

- e. Click the partial icon  for the **Plug-ins** folder. This action causes all of the capabilities beneath that node to be explicitly selected. Click again to cycle back

to the empty branch icon (no capabilities assigned). Click a third time to revert to the immediately preceding state (only the **Authorization Manager** check box selected).

- f. Click the **Authorization Manager** check box to clear it.
5. To learn how to indirectly assign capabilities, select the **Contributing Roles** tab:
  - a. In the **Available Roles** list, select **Management Console: Content Management**. Before you make this a contributing role, verify its capabilities.
  - b. Move the **Management Console: Content Management** role to the **Current Roles** list. This role now contributes all of its capabilities to your new role. If capabilities of this contributing role change, the capabilities of your test role change also.

It is necessary to use contributing roles in these circumstances:

- You want to extend implicit capabilities (like the capabilities of the metadata server roles) to other roles.
  - You want to provide dynamic aggregation of roles so that changes to one role propagate to other roles that have the first role as a contributing role.
6. To learn about interactions between contributed and directly assigned capabilities, select your test role's **Capabilities** tab again.
    - a. Under **Management Console** ⇒ **Plug-ins**, notice that capabilities from the **Management Console: Content Management** role are now selected. A visual indicator  identifies these as contributed capabilities.
    - b. Select the already-selected **Authorization Manager** check box. This adds a direct assignment on top of the contributed assignment, making the assignment independent from the underlying contributing role.
    - c. Click the tree icon for the **Plug-ins** folder three times (stop when only the **Authorization Manager** check box is explicitly selected).
    - d. Select the **Authorization Manager** check box again. It reverts back to the contributed state. You cannot incrementally remove a contributed capability.
  7. To close the dialog box (and not save the test role), click **Cancel**.

---

## Create and Use an Internal Account

To practice creating and using an internal account, complete this exercise in SAS Management Console:

1. Log on as someone who has user administration capabilities (for example, sasadm@saspw).
2. On the **Plug-ins** tab, select **User Manager**. Make sure you are in the foundation repository.
3. Right-click **User Manager** and select **New** ⇒ **User**. On the **General** tab, enter a short word such as `test` in the **Name** field.
4. On the **Accounts** tab, click **Create Internal Account**. In the New Internal Account dialog box:

- a. Notice that the user ID is constructed from the name that you entered on the **General** tab and an `@saspw` suffix.
  - b. Enter and confirm a simple initial password such as 123456.  
*Note:* These instructions assume that the default server-level policies for internal accounts are in place.
  - c. Select the **Set a custom password expiration period** check box and the **never expires** radio button.
  - d. Click **OK** to save the new internal account.
5. Notice that the new account appears at the bottom of the **Accounts** tab. Click **OK** to save the new user.
6. Log on to SAS Management Console as the new internal user:
- a. From the main menu, select **File** ⇒ **Connection Profile**. In the informational message box, click **Yes**.
  - b. In the Connection Profile dialog box, select **Create a new connection profile** and click **OK**.
  - c. In the Connection Profile wizard, name the profile `internal1`, provide the machine name and port of the metadata server, and enter the internal credentials (for example, `test@saspw` and `123456`). Select the **Save user ID and password in this profile** check box. Click **Finish**.
  - d. In the Connection Profile dialog box, click **OK**.
7. Notice that you have the permissions and capabilities of the SASUSERS and PUBLIC groups (because you did not make any additional group or role assignments for the test user).

*Note:* To clean up, log back on as someone who has user administration capabilities. In **User Manager**, delete the user that you created for this exercise. To delete the test user's home directory and MyFolder, select the **Folders** tab, navigate to **SAS Folders** ⇒ **Users**, right-click the test folder, and select **Delete**.

*Note:* There are no server configuration activities for SAS internal authentication. The metadata server always accepts valid internal account credentials. However, internal accounts are intended for only metadata administrators and certain service accounts. Internal accounts are not intended for regular users.



## Chapter 4

# Access Management Tasks

---

|  |           |
|--|-----------|
| <b>Examining Permissions</b> .....                             | <b>33</b> |
| How to Interpret the Authorization Tab .....                   | 34        |
| How to Check the Permissions of an Unlisted User .....         | 35        |
| Which Items are Parents to This Item? .....                    | 35        |
| <b>Who Can Set Permissions?</b> .....                          | <b>36</b> |
| <b>Add an Explicit Grant or Denial</b> .....                   | <b>36</b> |
| <b>Use an Access Control Template (ACT)</b> .....              | <b>37</b> |
| Why Use ACTs? .....  | 37        |
| How to Use an ACT .....  | 37        |
| <b>Create a Custom ACT</b> .....                               | <b>38</b> |
| Why Create Custom ACTs? .....                                  | 38        |
| How to Create a Custom ACT .....                               | 38        |
| <b>Update or Delete an ACT</b> .....                           | <b>39</b> |
| <b>Set a Permission Condition (OLAP)</b> .....                 | <b>40</b> |
| <b>Adjust the Repository-Level Settings</b> .....              | <b>40</b> |
| Why Adjust the Repository-Level Settings? .....                | 40        |
| Make Changes to the Repository ACT .....                       | 41        |
| Designate a Different ACT to Serve as the Repository ACT ..... | 41        |
| <b>Import or Export ACTs</b> .....                             | <b>42</b> |
| <b>What Happens When I Select a Check Box?</b> .....           | <b>42</b> |
| <b>Tips for Efficiently Using Permissions</b> .....            | <b>43</b> |
| Assign Permissions To Groups .....                             | 43        |
| Use Folders To Organize Content .....                          | 43        |
| Centralize Permissions with ACTs .....                         | 43        |
| Deny Broadly, Grant Selectively (To the Extent Possible) ..... | 43        |

---

## Examining Permissions

You can not view someone's permissions by looking at their user definition. To view someone's permissions, navigate instead to an object or container that you are interested in, open the Properties dialog box, and select the **Authorization** tab.

## How to Interpret the Authorization Tab

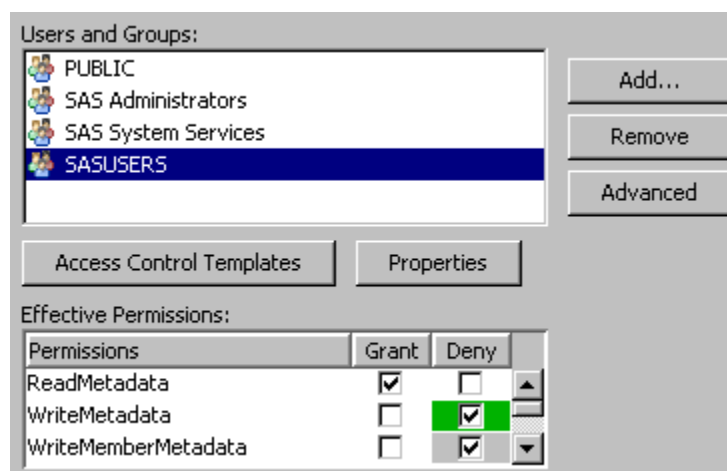
### The List of Names

The **Users and Groups** list box includes only those users and groups who participate in the current item's settings. An identity participates if they are included in any of these places:

- the repository ACT's **Permission Pattern** tab
- a setting that this item inherits from a parent item
- an applied ACT's **Permission Pattern** tab
- an explicit setting on this item

*Note:* You cannot remove identities that participate through the repository ACT, an applied ACT, or an inherited setting.

Any restricted user who is not listed has the access of their closest listed group. For each unlisted user, group memberships and identity precedence determine which listed group is closest. For example, the closest listed group for an administrator might be SAS Administrators, and the closest listed group for a regular user might be SASUSERS. For a full discussion of identity precedence, see the *SAS Intelligence Platform: Security Administration Guide*.





### The List of Permissions

The **Effective Permissions** list box displays the metadata layer access that the selected user or group has to the current item. Effective permissions are a calculation of the net effect of all applicable permission settings. Effective permissions do not reflect role-based constraints or access controlled in other layers such as the operating system.

This table explains the significance of the check box colors:

**Table 4.1** Significance of Color in the Permissions List

| Color  | Term     | Significance   |
|--|----------|--|
| <input checked="" type="checkbox"/> (clear)* | Explicit | The permission is set on the current item and assigned to the selected identity. |

| Color   | Term     | Significance   |
|---|----------|--|
|  (green) | ACT      | The permission comes from an applied ACT whose pattern explicitly assigns the grant or denial to the selected identity.  |
|  (gray)  | Indirect | The permission comes from someone else (the unrestricted role or a group that has an explicit or ACT setting) or somewhere else (a parent item or the repository ACT).** |

\* Explicit controls are usually white because the background color for the permissions list box is usually white.

\*\* For the WriteMemberMetadata permission, gray means that the setting either mirrors the setting for the WriteMetadata permission or is derived from group settings.

## How to Check the Permissions of an Unlisted User

### Basic Technique

Click **Add** and temporarily add the user to the **Authorization** tab.

*Note:* Each restricted identity that you add gets an explicit  grant of the ReadMetadata permission. If you remove the user from the **Users and Groups** list box, the automatically created explicit grant of ReadMetadata is deleted.


### Advanced Technique

If you are unrestricted, an **Advanced** button on each item's **Authorization** tab provides access to the item's **Explore Authorizations** tab. On the **Explore Authorizations** tab, you can add any user or group and view their permissions for the current item. You cannot change settings on the **Explore Authorizations** tab. It is not necessary to remove identities from this tab. This tab is for investigation only.

*Note:* Both the **Authorization** tab and the advanced **Explore Authorizations** tab always display effective permissions.

## Which Items are Parents to This Item?

If you are unrestricted, an **Advanced** button on each item's **Authorization** tab provides access to the **Inheritance** tab. On this tab, you can trace the current item's parents.

The **Inheritance** tab displays a tree of items, organized by their security relationships. The first item in the tree is always the current item. If the current item has an immediate parent other than the repository ACT, you can expand the first node in the tree to see those parents. You can continue expanding nodes to further trace the inheritance. The repository-level parent (the repository ACT ) is not displayed in the tree.

**TIP** When you move from the **Folders** tab to the **Inheritance** tab, there is a shift in orientation. On the **Folders** tab, you expand parent nodes in order to get to an item that you are interested in. On the **Inheritance** tab, you begin with the item that you are interested in and expand nodes to move up that item's inheritance path.

These examples describe how the **Inheritance** tab displays inheritance paths:

- Each user, group, role, ACT, and application server inherits only from the repository ACT. On the **Inheritance** tab for any of these items, only the item itself is listed.
- Each BI content item (such as a report, information map, folder, or stored process) inherits from one immediate parent. On the **Inheritance** tab for each of these items, there is one expandable node immediately below the item.

---

## Who Can Set Permissions?

**Table 4.2** Requirements for Setting Permissions

| Task                                    | Requirements               |
|---|----------------------------|
| Set permissions on an item              | WriteMetadata for the item |
| Change the permission pattern on an ACT | WriteMetadata for the ACT  |
| Designate a different repository ACT    | WriteMetadata for the ACT  |

*Note:* In SAS Management Console, you cannot see the **Authorization Manager** or any **Authorization** tabs unless you have the Authorization Manager capability.

---

## Add an Explicit Grant or Denial

1. Navigate to the item that you want to protect or make available.
2. On the item's **Authorization** tab, select a user or group. Or, if you want to assign a permission to someone who is not listed, click **Add**. Each restricted identity that you add gets an explicit  grant of the ReadMetadata permission.
3. In the **Effective Permissions** list box, select check boxes to adjust the settings for the currently selected identity. Each click adds an explicit control to the item's protections (except that clicking an explicit  control removes that control and reveals an underlying grant or denial).

*Note:* If the identity that is selected in the **Users and Groups** list box has the unrestricted role, all permissions are granted and you cannot change the settings.

4. Repeat steps 2 and 3 for any other identities whose access to this item you want to adjust.
5. Review the settings for each identity in the **Users and Groups** list box. This is important because settings that you add for a group can affect access for all members of that group. For example, a denial that you add for the PUBLIC group blocks access for all restricted users, unless there are other explicit  or ACT  (green) grants. You must offset a broad explicit denial with explicit or ACT grants for any restricted identities whose access you want to preserve.
6. In the Properties dialog box, click **OK** to save your changes.

**TIP** It is easy to set explicit grants and denials on each item that you want to protect or make available. However, managing a large number of individual permission settings can be cumbersome. See “[Tips for Efficiently Using Permissions](#)” on page 43.

---

## Use an Access Control Template (ACT)

### Why Use ACTs?


Use ACTs to avoid having to repeatedly set the same explicit permissions for the same identities on multiple items. When you apply an ACT to an item, the ACT settings are added to the item's protections.

### How to Use an ACT


1. Determine whether there is an existing ACT that you can use.
  - a. On the **Plug-ins** tab of SAS Management Console, select **Authorization Manager** ⇒ **Access Control Templates**.
  - b. On the **Permission Pattern** tab of each ACT, examine the settings for each identity. If you do not find an appropriate ACT, consider using a combination of ACTs and explicit settings or creating a new ACT.

*Note:* Do not confuse an ACT's **Authorization** tab with its **Permission Pattern** tab. Settings on an ACT's **Authorization** tab affect who can access that ACT; settings on an ACT's **Permission Pattern** tab affect access to the items to which that ACT is applied.

2. When you have identified an ACT that you want to use, navigate to an item to which you will add that ACT's settings. On the item's **Authorization** tab, click **Access Control Templates**.
3. Expand the nodes in the **Available** list box, move the ACT to the **Currently Using** list box, and click **OK**.

*Note:* The repository ACT  is typically not in the **Currently Using** list box because that ACT is typically not applied to any items.

*Note:* You can apply multiple ACTs. For example, on a report folder, you might apply one ACT that grants read access to a SALES group and also apply another ACT that grants read and write access to a Report Creators group. If there is a tie (for example, a group is granted ReadMetadata in one applied ACT and denied ReadMetadata in another applied ACT), the outcome is a denial. For a full discussion of precedence, see the *SAS Intelligence Platform: Security Administration Guide*.

4. On the item's **Authorization** tab, notice that the **Users and Groups** list box now includes the identities that participate in the ACT that you selected. Select each identity and verify that the revised settings are as you expect. On the **Authorization** tab of an item to which an ACT is applied, settings that are explicit  in the ACT's pattern are green .
5. In the item's Properties dialog box, click **OK**.

---

## Create a Custom ACT

### Why Create Custom ACTs?

Several predefined ACTs are provided. To further centralize access management, create an ACT for each access pattern that you use multiple times. This list outlines common patterns and provides tips:

- It is often useful to create ACTs to manage read access for different business units.
- It is often useful to create an ACT that manages write access for a functional group that includes users from multiple business units.
- You do not have to capture all of an item's protections in one ACT. You can use combinations of ACTs, explicit settings, and inherited settings to define access to an item.

### How to Create a Custom ACT

1. Review the existing ACTs to make sure that the pattern does not already exist.
  - a. On the **Plug-ins** tab of SAS Management Console, select **Environment Management** ⇒ **Authorization Manager** ⇒ **Access Control Templates**
  - b. On the **Permission Pattern** tab of each ACT, examine the settings for each identity.

*Note:* Do not confuse an ACT's **Authorization** tab with its **Permission Pattern** tab. Settings on an ACT's **Authorization** tab affect who can access that ACT; settings on an ACT's **Permission Pattern** tab affect access to the items to which that ACT is applied.

2. Create the ACT.
  - a. On the **Plug-ins** tab in SAS Management Console, select **Authorization Manager** ⇒ **Access Control Templates**.
  - b. Right-click and select **New Access Control Template**.
  - c. On the **General** tab, enter a name. It is a good idea to use the description field to document the intended purpose of the ACT.
  - d. On the **Permission Pattern** tab, add one or more identities and select check boxes. Each restricted identity that you add gets a grant of the ReadMetadata permission in the pattern.

*Note:* The pattern is a collection of settings that will be added to the protections for each item to which you apply this ACT. Any gray check boxes come from group memberships. The gray settings are not part of the ACT's pattern; they just show the net effect of that pattern for the selected identity.

*Note:* For each identity, the pattern can provide a grant, a deny, or a blank setting for each permission. Settings that are unspecified (neither granted nor denied) in an ACT's pattern have no effect when that ACT is applied to an item.

*Note:* If the identity that is selected in the **Users and Groups** list box has the unrestricted role, all permissions are granted and you cannot change the settings.

- e. On the **Authorization** tab, define who can do what to the new ACT. It is important to prevent regular users from modifying or removing an ACT. A typical approach is to add an explicit  denial of WriteMetadata for PUBLIC and an offsetting explicit grant of WriteMetadata for SAS Administrators.
  - f. In the Properties dialog box, click **OK**. The new ACT is now in the list of ACTs under **Authorization Manager** ⇒ **Access Control Templates**.
3. Apply the ACT to one or more items. For each item to which you want to add the ACT's settings, complete these steps:
    - a. Navigate to the item's **Authorization** tab.
    - b. Click **Access Control Templates**.
    - c. In the **Available** list box, open the nodes and move the new ACT to the **Currently Using** list box. Click **OK** to close the dialog box.
    - d. On the item's **Authorization** tab, verify that the revised settings are as you expect. On the **Authorization** tab of an item to which an ACT is applied, settings that are explicit  in the ACT's pattern are green .

*Note:* The applied ACT contributes its settings to the item's protections. The item can also have explicit settings and other applied ACTs (as well as inherited settings).

4. If necessary, adjust the ACT's pattern. The advantage of using an ACT is that you can change the pattern without revisiting the items to which the pattern is applied. Simply make changes on the ACT's **Permission Pattern** tab.

---

## Update or Delete an ACT

### **CAUTION:**

**One ACT can protect thousands of items. Changes that you make to an ACT's pattern affect every item that ACT is applied to.**

### **CAUTION:**

**When you delete an ACT, you lose all of that ACT's associations to items where it is applied. Creating a new ACT with the same name does not restore those associations.**

1. On the **Plug-ins** tab of SAS Management Console, navigate to **Authorization Manager** ⇒ **Access Control Templates** and select an ACT.
2. To modify the ACT's pattern:
  - a. Right-click and select **Properties**.
  - b. Adjust settings on the **Permission Pattern** tab.

*Note:* Do not confuse an ACT's **Authorization** tab with its **Permission Pattern** tab. Settings on an ACT's **Authorization** tab affect who can access that ACT; settings on an ACT's **Permission Pattern** tab affect access to the items to which that ACT is applied.

- c. Click **OK** to save your changes.

- d. (Optional) Navigate to the Properties dialog box of an item that uses this ACT and verify that the revised settings are as you expect. On the **Authorization** tab of an item to which an ACT is applied, settings that are explicit  in the ACT's pattern are green .
3. To delete the ACT, right-click and select **Delete**. In the confirmation message box, click **Yes**.

---

## Set a Permission Condition (OLAP)

Permission conditions limit explicit grants of the Read permission, so that different users access different subsets of data.

1. Access the **Authorization** tab of the dimension for which you are defining a permission condition.

*Note:* In SAS Management Console, you can access dimensions on the **Plug-ins** tab under **Authorization Manager** ⇒ **Resource Management** ⇒ **By Location** ⇒ **<server>** ⇒ **<OLAP schema>**.

2. Select or add the identity whose access to measures you want to limit.
3. In the permissions list, add an explicit  grant of the Read permission for the selected identity.
4. Click the **Add Authorization** button, and then define a condition that filters the data as appropriate for the selected identity. For detailed assistance, click the **Help** button in the dialog box.

*Note:* If the **Edit Authorization** button is displayed, a condition already exists for the selected user or group.

*Note:* To manage permission conditions for information maps, use SAS Information Map Studio.

*Note:* To manage permission conditions for OLAP dimensions, use SAS OLAP Cube Studio, SAS Data Integration Studio, or SAS Management Console.

### See Also

[“Fine-Grained Controls” on page 9](#)

---

## Adjust the Repository-Level Settings

### Why Adjust the Repository-Level Settings?

**CAUTION:**


**Altering the repository-level settings for service identities can prevent necessary access.** We recommend that you do not change these settings.

This list provides guidance for working with repository-level settings for a foundation repository:

- All users need ReadMetadata and WriteMetadata access to the foundation repository. It is appropriate for the SASUSERS group to have these permissions on the repository ACT's **Permission Pattern** tab.
- To provide default read access to all data, grant the Read permission at the repository level.
- To experiment with changing repository-level access, create a new ACT and designate that ACT as the repository ACT (instead of modifying the original repository ACT).

### **Make Changes to the Repository ACT**

To make changes to the repository ACT:

1. On the **Plug-ins** tab in SAS Management Console, select **Authorization Manager** ⇒ **Access Control Templates**.
2. In the display area, select the repository ACT .
3. Right-click and select **Properties**. Make changes on the **Permission Pattern** tab. Each restricted identity that you add gets a grant of the ReadMetadata permission in the pattern.

For example, to give all registered users default read access to all data, select the SASUSERS group and then select the **Grant** check box for the Read permission.

*Note:* Any gray check boxes are settings that come from the selected identity's group memberships.


*Note:* Do not confuse the **Permission Pattern** tab with the **Authorization** tab. Settings on the **Authorization** tab affect who can access this ACT; settings on this **Permission Pattern** tab define access to the repository.

*Note:* There is no reason to specify grants or denials of the WriteMemberMetadata permission as part of the repository-level settings. Unlike other permissions, the WriteMemberMetadata permission is never inherited from one item to another.

*Note:* In the repository ACT's pattern, an identity that has a blank setting for a particular permission (neither a grant nor a denial) is denied that permission.

### **Designate a Different ACT to Serve as the Repository ACT**

To designate a different repository ACT:

1. Identify or create an ACT that has the repository-level settings that you want to use.
2. On the **Plug-ins** tab in SAS Management Console, under **Authorization Manager** ⇒ **Access Control Templates**, select the ACT that you want to use to define repository-level access.
3. Right-click and select **Repository ACT**. In the confirmation message box, click **Yes**.  
In the list of ACTs under **Authorization Manager** ⇒ **Access Control Templates**, the repository ACT  icon is now displayed next to the newly designated repository ACT. The ACT that originally served as the repository ACT still exists, but it is no longer in use.

*Note:* To revert to the original repository ACT, select that ACT and repeat step 3.

## Import or Export ACTs


You can use the standard metadata import and export framework to copy access control templates (ACTs) from one metadata server to another. For example, to export ACTs:

1. On the **Folders** tab, select **SAS Folders** ⇒ **System** ⇒ **Security** ⇒ **Access Control Templates**.
2. Right-click and select **Export SAS Package**.






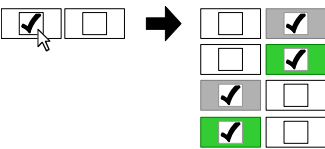
For additional information, click **Help** in the wizard, or see the *SAS Intelligence Platform: System Administration Guide*.

**TIP** When you import an ACT, make sure that all participating users and groups exist in the target repository (or are included in the import package).

## What Happens When I Select a Check Box?

The following table explains what happens when you select a check box on the **Authorization** tab. Each pair of check boxes depicts the grant and denial settings for a permission in the **Effective Permissions** list. In each row, the pointer  indicates an action (a mouse click) that occurs between the before and the after.

**Table 4.3** Mechanics of the Effective Permissions List

| Before and After  | Explanation  |
|---|--|
|  | A new explicit control overrides and hides the opposing indirect (gray) setting.                                 |
|  | A new explicit control overrides and hides the opposing ACT (green) setting.                                     |
|  | A new explicit control is added on top of the matching indirect (gray) setting.                                  |
|  | A new explicit control is added on top of the matching ACT (green) setting.                                      |
|  | A new explicit control replaces the opposing explicit control.   |
|  | The explicit control is removed and one of these underlying indirect (gray) or ACT (green) settings is revealed. |

---

## Tips for Efficiently Using Permissions

### *Assign Permissions To Groups*

You can simplify access control management by assigning permissions to groups rather than to individual users. These examples assume that there are not other explicit or ACT settings on the item:

- To allow only unrestricted users to access an item, set denials on that item for the PUBLIC group.
- To enable only registered users to access an item, set denials for the PUBLIC group and then grant access back to the SASUSERS group.
- To enable only ETL developers and unrestricted users to access an item, create a group for the ETL developers. Then deny permissions to the PUBLIC group and grant access back to the ETL developers group.

### *Use Folders To Organize Content*

You can simplify access control management by creating a folder structure that reflects the access distinctions that you want to make. Instead of setting permissions on each individual item, set permissions on the folders. The items in a folder inherit the folder's effective permissions.

**TIP** To protect the folder structure, do not grant WriteMetadata permission on a folder to someone for whom WriteMemberMetadata permission is sufficient.

### *Centralize Permissions with ACTs*

You can simplify access control management by using ACTs. An ACT is a reusable named pattern of settings that you can apply to multiple items. Each ACT consists of these elements:

- a list of users and groups
- an indication of whether each permission is granted, denied, or unspecified for each user and group in the list

### *Deny Broadly, Grant Selectively (To the Extent Possible)*

Assign denials to the broadest group (PUBLIC) and then add offsetting grants for users or groups whose access you want to preserve. Deny access at the highest point of control and then grant access back on specific containers or items. These constraints apply:

- The highest point of control is the repository-level settings that are defined on the foundation repository ACT's **Permission Pattern** tab. The security model requires that participating users have ReadMetadata and WriteMetadata access at this level, so broadly denying access here is not a workable approach. Instead, use the next point of control, which is the top of the folder tree on the **Folders** tab.

- Within the folder tree, users need a clear path of grants of ReadMetadata in order to navigate to the items that they use. For this permission, setting denials on folders at a high level is not a workable approach.

## Chapter 5

# Exercises in Access Management


---

|  |           |
|--|-----------|
| <b>Working with Explicit Controls</b> .....        | <b>45</b> |
| <b>Working with ACTs</b> .....                     | <b>46</b> |
| <b>Working with Inherited Settings</b> .....       | <b>48</b> |
| <b>WriteMetadata and WriteMemberMetadata</b> ..... | <b>48</b> |

---


## Working with Explicit Controls

To experiment with explicit controls, complete this exercise in SAS Management Console:

1. Log on as someone who has a well-formed user definition.
2. On the **Folders** tab, right-click your **My Folder**  and select **New** ⇒ **Folder**. Create a new folder named `test`.
3. Right-click the `test` folder and select **Properties**. On the `test` folder's **Authorization** tab, briefly examine the settings for each identity in the **Users and Groups** list box. Notice that all of the settings are indirect . These settings come from the `test` folder's parent folder.

*Note:* You cannot remove anyone, because all of the listed identities participate in settings that are defined elsewhere.

4. To give the SASUSERS group an explicit setting:
  - a. In the **Users and Groups** list box on the `test` folder's **Authorization** tab, select **SASUSERS**. Notice that SASUSERS has an indirect  denial of the ReadMetadata permission.

*Note:* These instructions assume that your **My Folder**  has standard settings. If this setting is not present, select another identity (such as PUBLIC) that does have an indirect denial of ReadMetadata.

- b. Select the opposing check box (grant ReadMetadata). This gives the SASUSERS group an explicit  grant of ReadMetadata permission on the `test` folder.
- c. Select the grant ReadMetadata check box again. This removes the explicit grant and reveals the underlying indirect denial.
- d. Select the (already selected) deny ReadMetadata check box. This adds an explicit  denial on top of the indirect  denial.

- e. Click **OK**. An error message tells you that you cannot save these settings. The only explicit setting on the `test` folder is the denial of ReadMetadata permission for SASUSERS. This denial blocks access for all registered users, including you. Click **OK** to close the message box and return to the **Authorization** tab.

*Note:* If you are unrestricted, you will not see the error message. Go to step 5.

- f. To see the impact that the SASUSERS denial has on you, select yourself in the **Users and Groups** list box on the `test` folder's **Authorization** tab. Notice that your previous indirect grant of ReadMetadata permission is now an indirect denial of ReadMetadata permission.
- g. To restore access for yourself, select the grant ReadMetadata check box. This gives you an explicit grant that offsets the SASUSERS explicit denial. Click **OK**.

*Note:* An offsetting grant does not have to be assigned directly to you; it can be assigned to any group that is closer to you than the group that has the explicit denial. For example, your custom group memberships are closer to you than SASUSERS, and SASUSERS is closer to you than PUBLIC.

- 5. To give an explicit setting to someone who is not already listed:

- a. On the `test` folder's **Authorization** tab, click **Add**. In the Add Users and Groups dialog box, clear the **Show Groups** check box. Move one user (such as the **SAS Demo User**) to the **Selected Identities** list box and click **OK**.

*Note:* In practice, it is preferable to assign permissions to groups rather than to individual users (for ease of management).

- b. On the **Authorization** tab, notice that the user is selected and has an explicit  grant of ReadMetadata permission. An explicit grant of ReadMetadata permission is automatically given to every restricted identity that you add.

Select the opposing check box, deny ReadMetadata permission. This replaces the explicit grant with an explicit denial.

*Note:* If the selected user has the unrestricted role, you cannot change any settings.

- c. Click **Remove** and then click **Yes** in the confirmation message box. You can remove this user because this user is named only in explicit settings.

*Note:* Regular users cannot navigate to each other's **MyFolder** because of a denial of ReadMetadata permission to PUBLIC on a parent folder.

- 6. To clean up, right-click the `test` folder and select **Delete**.

---


## Working with ACTs

Instead of setting every permission explicitly, use access control templates (ACTs). Each ACT consists of a pattern of grants and denials that are assigned to different users and groups. When you apply an ACT to an object, the ACT settings are added to the object's protections. When you want to assign the same settings to several disparate resources, using an ACT is beneficial for these reasons:

- It is easier to apply a pattern than it is to set each permission individually on each resource for which the pattern is appropriate.

- If you need to change access to the objects to which a pattern is applied, you can simply update the permission pattern, rather than revisiting each resource and individually modifying the settings.

To learn more, complete this exercise in SAS Management Console:

1. Log on as someone who has a well-formed user definition.
2. On the **Folders** tab, right-click your **My Folder**  and select **New** ⇒ **Folder**. Create a new folder named **test2**.
3. Right-click the **test2** folder and select **Properties**. On the folder's **Authorization** tab, briefly examine the settings for each identity in the **Users and Groups** list box. Notice that all of the settings are indirect .
4. To apply an ACT to the **test2** folder:
  - a. Click **Access Control Templates**. In the Add and Remove Access Control Templates dialog box, expand the **Foundation** node in the **Available** list box and select **Private User Folder ACT**.
  - b. Before you apply this ACT to the **test2** folder, click **Properties** to verify the settings that this ACT provides. On the **Permission Pattern** tab, notice that this ACT provides denials of ReadMetadata, WriteMetadata, and CheckInMetadata permissions for the PUBLIC group, grants of these permissions for the SAS Administrators group, and a grant of ReadMetadata permission for the SAS System Services group.
 

*Note:* Each ACT's pattern consists of only the explicit  settings on that ACT's **Permission Pattern** tab. Settings that are unspecified (blank) on an ACT's pattern have no effect when that ACT is applied to an object.

Click **Cancel** to return to the list of ACTs that are applied to the **test2** folder.
  - c. In the Add and Remove Access Control Templates dialog box, move **Private User Folder ACT** to the **Currently Using** list box. This adds that ACT's settings to the access controls for the **test2** folder. Any future changes to this ACT's permission pattern will affect access to this folder.
 

*Note:* The **Currently Using** list box includes only applied ACTs; so this list typically does not include the repository ACT (default ACT).
  - d. Click **OK** to return to the **Authorization** tab. Notice that the PUBLIC denials of ReadMetadata, WriteMetadata, and CheckInMetadata permissions now come from an ACT (those denials are now green ). Select **SAS Administrators** and notice the green grants of the same permissions. These ACT settings override and hide the underlying indirect settings.
  - e. Click **OK** to close the Properties dialog box for the **test2** folder.
 

*Note:* If you are restricted, an error message indicates that you cannot save the settings. Click **OK** to dismiss the message. On the **Authorization** tab, select yourself and add explicit  grants of ReadMetadata and WriteMetadata permissions. Click **OK**.
5. To clean up, right-click the **test2** folder and select **Delete**.


Several predefined ACTs are provided on the **Plug-ins** tab under **Authorization Manager** ⇒ **Access Control Templates**. You can create additional ACTs in this location.

---

## Working with Inherited Settings

Instead of setting permissions on every individual object, use inherited settings. This approach reduces the number of access controls that you have to manage. For example, rather than adding explicit settings or ACTs to every report, you can set permissions on a folder that contains reports for which those permissions are appropriate.

To learn more, complete this exercise in SAS Management Console:

1. Log on as someone who has a well-formed user definition.
2. On the **Folders** tab, right-click your **My Folder**  and select **New** ⇒ **Folder**. Create a new folder named **parent**.
3. Right-click the **parent** folder and create another folder named **child**.



4. Right-click the **child** folder and select **Properties**. On the **Authorization** tab, select **SASUSERS**. Notice that this group has an indirect  denial of the Read permission. Click **Cancel**.
5. Right-click the **parent** folder and select **Properties**. On the **Authorization** tab, select **SASUSERS**, add an explicit  grant of Read permission, and click **OK**.
6. Right-click the **child** folder and select **Properties**. On the **Authorization** tab, select **SASUSERS**. Notice that this group now has an inherited  grant of Read permission.
7. On the **child** folder's **Authorization** tab, add an explicit  grant of Read permission on top of the inherited  grant of Read permission, and click **OK**. This ensures that read access for SASUSERS is preserved even if the setting on the **parent** folder changes.
8. To verify that the explicit setting on the **child** folder is preserved, change the **parent** folder setting for SASUSERS to an explicit  denial of Read permission, and then check the **child** folder settings again. For SASUSERS, the explicit  grant of Read permission is still there. The denial on the **parent** folder is not relevant for the **child** folder because there is an explicit setting on the **child** folder.
9. To clean up, right-click the **parent** folder and select **Delete**.

---

## WriteMetadata and WriteMemberMetadata

The following permissions affect the ability to create, update, and delete metadata.

### WriteMetadata (WM)

Edit, delete, change permissions for, or rename an object. For example, to edit a report, you need WM for the report. To delete a report, you need WM for the report (and WMM for the report's parent folder). For containers other than folders (such as repositories, libraries, and schemas), WM also affects adding and deleting child objects. For example, to add an object anywhere in a repository, you need WM at the

repository level. For folders, adding and deleting child objects is controlled by WMM, not WM.


#### WriteMemberMetadata (WMM)

Add an object to a folder or delete an object from a folder. For example, to save a report to a folder, you need WMM for the folder. To remove a report from a folder, you need WMM for the folder (and WM for the report). To enable someone to interact with a folder's contents but with not the folder itself, grant WMM and deny WM.

*Note:* We recommend that anyone who has a grant of WM is not denied WMM.

To experiment with WM and WMM, complete this exercise in SAS Management Console:


1. Log on as someone who has a well-formed user definition.
 

*Note:* Step 5a assumes that you are restricted and are not in the SAS Administrators group. To create a temporary restricted user for this exercise, use an internal account. (for example, use the name `temp` and log on as `temp@saspw`).
2. On the **Folders** tab, right-click your **My Folder**  and select **New** ⇒ **Folder**. Create a new folder named **learn**.
3. To see how WM influences WMM:
  - a. Right-click the **learn** folder, select **Properties**, and select the **Authorization** tab.
  - b. Notice that WMM is in the permissions list. This permission is meaningful only for folders.
  - c. In the **Users and Groups** list box, select **PUBLIC**. Notice that this group has indirect  denials for both WM and WMM. Add an explicit  grant of WM. Notice that this causes the WMM setting to change to a grant.
  - d. Select the grant WM check box again. This clears the check box and removes the explicit grant. Notice that the WMM setting also reverts to a denial.
  - e. Add an explicit  grant of WMM. Notice that this has no effect on the WM setting. The mirroring is one-way. WM influences WMM, but WMM does not influence WM. Remove the grant of WMM to revert to the initial settings (indirect  denials of both WM and WMM). Click **OK**.
4. To see how WMM on a folder is conveyed to the objects inside the folder:
  - a. Right-click the **learn** folder and select **New** ⇒ **Folder**. Create a new folder named **child**.



- b. On the **learn** folder's **Authorization** tab, click **Add**. In the Add Users and Groups dialog box, clear the **Show Groups** check box. Move one restricted user (such as the **SAS Demo User**) to the **Selected Identities** list box and click **OK**.
- c. In the permissions list, give the user who you just added an explicit denial of WM and an explicit grant of WMM. Click **OK**.

*Note:* If the permissions list is disabled, the selected user is unrestricted (for example, the original SAS Administrator is unrestricted). Add a restricted user to the **Authorization** tab.

- d. On the **child** folder's **Authorization** tab, select the user who you added in step 4b. Notice that the denial of WM on the **learn** folder is not conveyed to the **child** folder. Instead, the grant of WMM on the **learn** folder is conveyed to the **child** folder as an indirect grant of WM. On the **child** folder, the WMM setting mirrors the WM setting as usual.
5. To see which actions each permission controls:
    - a. Right-click your **My Folder** . Notice that actions such adding a new folder or stored process are available (because you have WMM) but, if you are a regular user, **Rename** and **Delete** are disabled (because you do not have WM).

*Note:* This is an example of a folder that is under administrative control. Certain users (or groups) can contribute objects to the folder, but the folder itself is protected.
    - b. Right-click the **learn** folder and examine its pop-up menu. Notice that all actions are all available (because you have both WM and WMM).
6. To clean up, right-click the **learn** folder and select **Delete**. If you created a temporary user for this exercise, log on with your administrative account, delete the temporary user (on the **Plug-ins** tab under **User Manager**) and that user's associated folder (at **SAS Folders** ⇒ **User Folders** ⇒ **<the temporary user>** or **SAS Folders** ⇒ **Users** ⇒ **<the temporary user>**).

# Glossary

---

**access control template**

a reusable named authorization pattern that you can apply to multiple resources. An access control template consists of a list of users and groups and indicates, for each user or group, whether permissions are granted or denied. Short form: ACT.

**authentication**

the process of verifying the identity of a person or process within the guidelines of a specific authorization policy.

**authentication domain**

a SAS internal category that pairs logins with the servers for which they are valid. For example, an Oracle server and the SAS copies of Oracle credentials might all be classified as belonging to an OracleAuth authentication domain.

**authentication provider**

a software component that is used for identifying and authenticating users. For example, an LDAP server or the host operating system can provide authentication.

**authorization**

the process of determining which users have which permissions for which resources. The outcome of the authorization process is an authorization decision that either permits or denies a specific action on a specific resource, based on the requesting user's identity and group memberships.

**capability**

an application feature that is under role-based management. Typically, a capability corresponds to a menu item or button. For example, a Report Creation capability might correspond to a New Report menu item in a reporting application. Capabilities are assigned to roles.

**credentials**

the user ID and password for an account that exists in some authentication provider.

**external identity**

a synchronization key for a user, group, or role. For example, employee IDs are often used as external identities for users. This is an optional attribute that is needed only for identities that you batch update using the user import macros.

**identity**

a user, group, or role definition.

**internal account**

a SAS account that you can create as part of a user definition. Internal accounts are intended for metadata administrators and some service identities; these accounts are not intended for regular users.

**internal authentication**

a process in which the metadata server verifies a SAS internal account. Internal authentication is intended for only metadata administrators and some service identities.

**login**

a SAS copy of information about an external account. Each login includes a user ID and belongs to one SAS user or group. Most logins do not include a password.

**permission condition**

a control that defines access to data at a low level, specifying who can access particular rows within a table or particular members within an OLAP cube. Such controls are typically used to subset data by a user characteristic such as employee ID or organizational unit. For example, an OLAP cube that contains employee information might have member-level controls that enable each manager to see the salary history of only that manager's employees. Similarly, a table that contains patient medical information might have row-level controls that enable each doctor to see only those rows that contain data about that doctor's patients.

**restricted identity**

a user or group that is subject to capability requirements and permission denials in the metadata environment. Anyone who isn't in the META: Unrestricted Users Role and isn't listed in the adminUsers.txt file with a preceding asterisk is a restricted identity.

**role**

a set of capabilities. In some applications, certain actions are available only to users or groups that have a particular role.

**service identity**

an identity or account that exists only for the purpose of supporting certain system activities and does not correspond to a real person. For example, the SAS Trusted User is a service identity.

**unrestricted identity**

a user or group that has all capabilities and permissions in the metadata environment due to membership in the META: Unrestricted Users Role (or listing in the adminUsers.txt file with a preceding asterisk).

**Web authentication**

a configuration in which users of Web applications are verified at the Web perimeter and the metadata server trusts that verification.

**well-formed user definition**

a user definition that includes a login with an appropriate user ID. For a Windows account, the user ID in the login must be qualified (for example, WIN\marcel or marcel@company.com). The login does not have to include a password. For metadata administrators and some service identities, it is appropriate to use an internal account instead of a login.

# Index

---

## A

- access control templates [43](#)
  - creating [38](#)
  - deleting [39](#)
  - exporting [42](#)
  - importing [42](#)
  - updating [39](#)
  - using [37](#)
- access control templates (ACTs)
  - permission settings [46](#)
- ACT permission settings [46](#)
- ACTs
  - See* [access control templates](#)
- administrators
  - Administer permission [11](#)
  - administrative group [3](#)
  - administrative roles [4](#)
  - intermittent [18](#)
- authentication domains [7](#)
  - managing [25](#)
- authentication tasks
  - configuring SAS internal authentication [31](#)
- Authorization tab [34](#)
  - selecting check boxes on [42](#)
  - significance of check box colors [34](#)

## C

- capabilities [3](#)
  - assigning to a role [22](#)
  - assigning to roles [29](#)
  - creating [3](#)
  - needed for user administration [16](#)

## D

- default ACT
  - See* [repository ACT](#)

## E

- explicit controls [45](#)
- explicit permissions [36](#)
- external identities [8](#)
  - adding [27](#)

## G

- groups [3](#)
  - creating [20](#)
  - DBMS access [24](#)
  - deleting [26](#)
  - membership [23](#)
  - PUBLIC [3](#)
  - renaming [26](#)
  - SASUSERS [3](#)

## I

- identity precedence [10](#)
- Inheritance tab [35](#)
- inherited permission settings [48](#)
- internal accounts [6](#)
  - policies [25](#)
  - unlock [24](#)

## L

- logins [5](#)
  - qualifying Windows user IDs in [5](#)
  - uniqueness requirement [8](#)
  - used to establish a SAS identity [17](#)
  - used to provide access to other systems [23](#)

## M

- metadata
  - WriteMetadata and WriteMemberMetadata permissions [48](#)

**P**

- passwords 7
  - maintenance 19
- permissions 11
  - ACT settings 46
  - best practices for using 43
  - conditional 40
  - explicit settings 45
  - inheritance 10
  - inherited settings 48
  - who can set 36
  - WriteMetadata (WM) and WriteMemberMetadata (WMM) 48

**R**

- repository ACT 9
  - making changes to 40
- roles 3
  - assigning capabilities to 29
  - creating 21
  - deleting 26
  - membership 23
  - reconfiguring 22
  - renaming 26

**S**

- SAS internal authentication

- configuring 31

**U**

- user administration 1
  - delegating 26
  - requirements for performing 16
- user IDs
  - qualifying in logins 5
  - uniqueness requirement 8
- users 2
  - creating 16
  - creating administrators 17
  - DBMS access 24
  - deleting 26
  - dual 18
  - finding 27
  - intermittent administrators 18
  - renaming 26
  - storing contact information 20
  - unrestricted 4

**W**

- WriteMemberMetadata (WMM)
  - permission 48
- WriteMetadata (WM) permission 48