

Permissions

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This article is part of the systems administration guide. You will require administration access to view the pages mentioned in this article.

First of all, you need to ensure anyone editing letters has the appropriate permissions.

See [Groups](#) for more details on setting permissions (allowed actions).

Grouping	Allowed action	Description
Correspondence	Can view Letters	-
Correspondence	Can edit letters	-
Correspondence	Can configure letter templates	Can create/edit letter templates in the Administration area
Correspondence	Can administer correspondence	Overall access to all correspondence administration