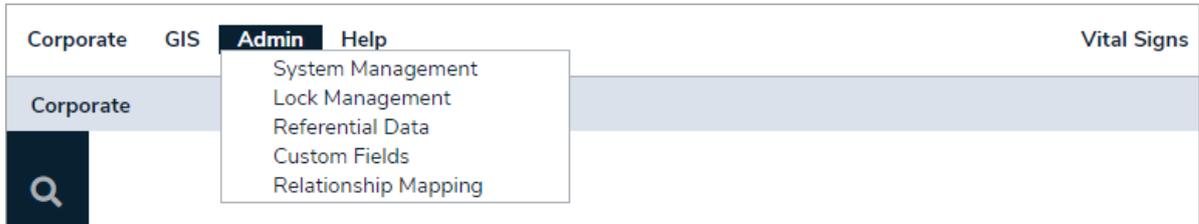


## Mask a Security Role

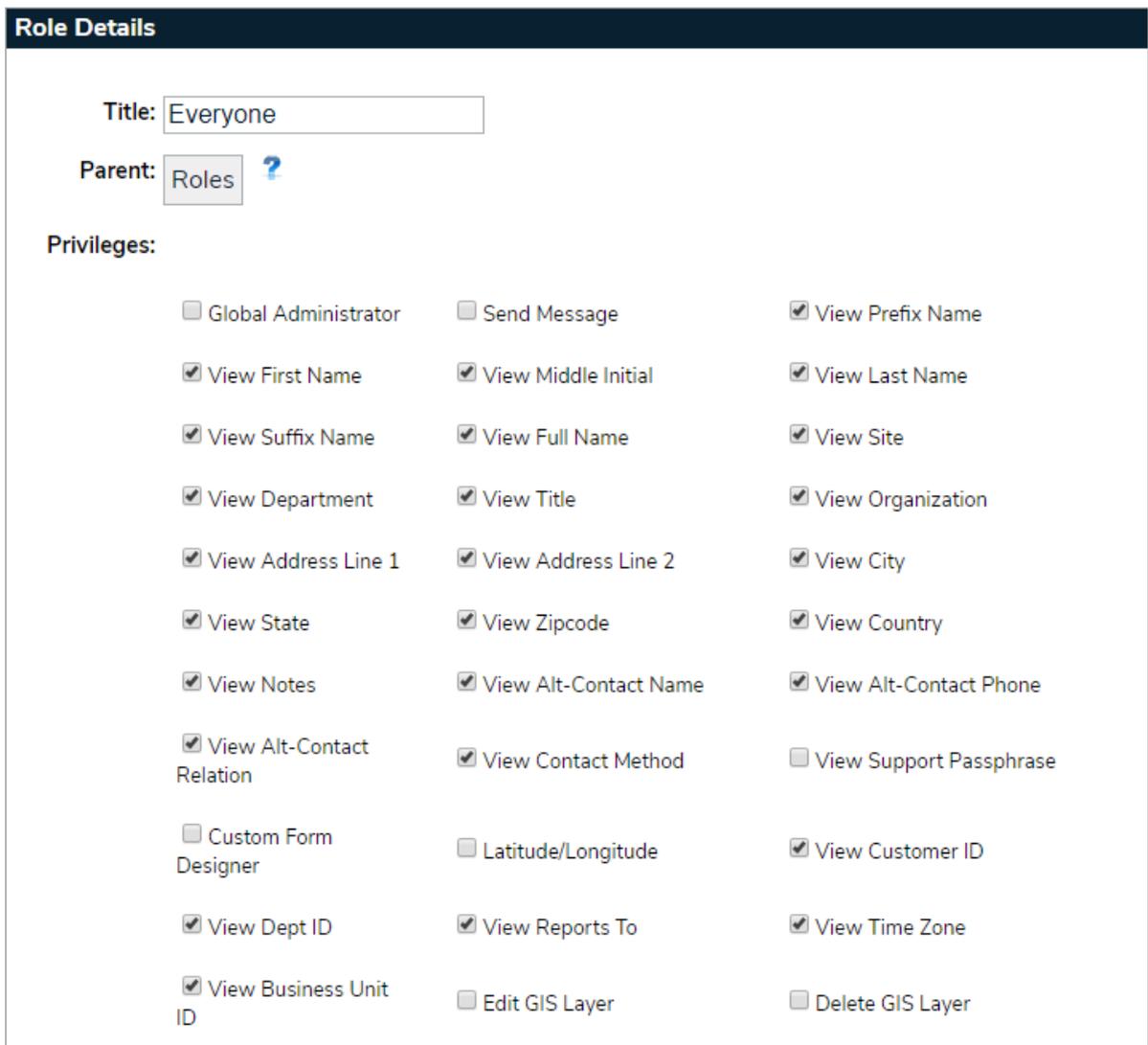
Masking a role refers to determining which fields users can see on Contact records to protect personally identifiable information. If a privilege checkbox is not selected, the data in the associated field will appear encrypted to the user (i.e. \*\*\*\*\*).

By default, every user account is placed in the Everyone role. You must alter the Everyone role to set the minimum-security level for all users.

1. To manage masking, hover your cursor over Administration, then click System Management.



2. Navigate to the Everyone role in the Structure panel to the left, then click on the role to show the Role Details.

A screenshot of the 'Role Details' configuration page for the 'Everyone' role. The page has a dark blue header with the text 'Role Details'. Below the header, there are two input fields: 'Title: Everyone' and 'Parent: Roles' with a question mark icon. Underneath, the 'Privileges:' section contains a grid of 24 checkboxes for various permissions. The checkboxes are arranged in three columns and eight rows. The first column contains: Global Administrator (unchecked), View First Name (checked), View Suffix Name (checked), View Department (checked), View Address Line 1 (checked), View State (checked), View Notes (checked), View Alt-Contact Relation (checked), Custom Form Designer (unchecked), View Dept ID (checked), and View Business Unit ID (checked). The second column contains: Send Message (unchecked), View Middle Initial (checked), View Full Name (checked), View Title (checked), View Address Line 2 (checked), View Zipcode (checked), View Alt-Contact Name (checked), View Contact Method (checked), Latitude/Longitude (unchecked), View Reports To (checked), and Edit GIS Layer (unchecked). The third column contains: View Prefix Name (checked), View Last Name (checked), View Site (checked), View Organization (checked), View City (checked), View Country (checked), View Alt-Contact Phone (checked), View Support Passphrase (unchecked), View Customer ID (checked), View Time Zone (checked), and Delete GIS Layer (unchecked).

3. Configure the role's privileges as needed, then click Save.

4. Open another role or add a new role that you wish to apply masks to.
5. Click the privilege checkboxes to choose what users in the role can access.

Structure	Role Details																											
<ul style="list-style-type: none"> <li> 8.0 Edge Division</li> <li> 8.0 IE Department</li> <li> 8.0 IE Location</li> <li> 8.0 Location</li> <li> 8.0 Release Department</li> <li> 8.0 Release Location</li> <li> Backups</li> <li> Business Group</li> <li> DD</li> <li> Enterprise Data</li> <li> Enterprise DR Exercise</li> <li> KW</li> <li> New Org <ul style="list-style-type: none"> <li> Contacts</li> <li> Documents</li> <li> Dynamic Groups</li> <li> Events</li> <li> Forms</li> <li> Messages</li> <li> News</li> <li> Plans</li> <li> Reports</li> <li> Resources</li> </ul> </li> <li> Roles <ul style="list-style-type: none"> <li> Manager</li> </ul> </li> <li> NYDOH</li> <li> SMS Testing</li> <li> WF Sample</li> <li> Ztesters</li> </ul>	<p><b>Title:</b> <input type="text" value="Manager"/></p> <p><b>Parent:</b> <input type="text" value="Roles"/> <a href="#">Choose Role</a></p> <p><b>Privileges:</b></p> <table border="0"> <tr> <td><input checked="" type="checkbox"/> Global Administrator</td> <td><input checked="" type="checkbox"/> Send Message</td> <td><input checked="" type="checkbox"/> View Prefix Name</td> </tr> <tr> <td><input checked="" type="checkbox"/> View First Name</td> <td><input checked="" type="checkbox"/> View Middle Initial</td> <td><input checked="" type="checkbox"/> View Last Name</td> </tr> <tr> <td><input checked="" type="checkbox"/> View Suffix Name</td> <td><input checked="" type="checkbox"/> View Full Name</td> <td><input checked="" type="checkbox"/> View Site</td> </tr> <tr> <td><input checked="" type="checkbox"/> View Department</td> <td><input checked="" type="checkbox"/> View Title</td> <td><input checked="" type="checkbox"/> View Organization</td> </tr> <tr> <td><input checked="" type="checkbox"/> View Address Line 1</td> <td><input checked="" type="checkbox"/> View Address Line 2</td> <td><input checked="" type="checkbox"/> View City</td> </tr> <tr> <td><input checked="" type="checkbox"/> View State</td> <td><input checked="" type="checkbox"/> View Zipcode</td> <td><input checked="" type="checkbox"/> View Country</td> </tr> <tr> <td><input type="checkbox"/> View Notes</td> <td><input checked="" type="checkbox"/> View Alt-Contact Name</td> <td><input checked="" type="checkbox"/> View Alt-Contact Phone</td> </tr> <tr> <td><input type="checkbox"/> View Alt-Contact Relation</td> <td><input checked="" type="checkbox"/> View Contact Method</td> <td><input checked="" type="checkbox"/> View Support Passphrase</td> </tr> <tr> <td><input type="checkbox"/> Custom Form</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/> View</td> </tr> </table>	<input checked="" type="checkbox"/> Global Administrator	<input checked="" type="checkbox"/> Send Message	<input checked="" type="checkbox"/> View Prefix Name	<input checked="" type="checkbox"/> View First Name	<input checked="" type="checkbox"/> View Middle Initial	<input checked="" type="checkbox"/> View Last Name	<input checked="" type="checkbox"/> View Suffix Name	<input checked="" type="checkbox"/> View Full Name	<input checked="" type="checkbox"/> View Site	<input checked="" type="checkbox"/> View Department	<input checked="" type="checkbox"/> View Title	<input checked="" type="checkbox"/> View Organization	<input checked="" type="checkbox"/> View Address Line 1	<input checked="" type="checkbox"/> View Address Line 2	<input checked="" type="checkbox"/> View City	<input checked="" type="checkbox"/> View State	<input checked="" type="checkbox"/> View Zipcode	<input checked="" type="checkbox"/> View Country	<input type="checkbox"/> View Notes	<input checked="" type="checkbox"/> View Alt-Contact Name	<input checked="" type="checkbox"/> View Alt-Contact Phone	<input type="checkbox"/> View Alt-Contact Relation	<input checked="" type="checkbox"/> View Contact Method	<input checked="" type="checkbox"/> View Support Passphrase	<input type="checkbox"/> Custom Form	<input type="checkbox"/>	<input type="checkbox"/> View
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<input type="checkbox"/> Custom Form	<input type="checkbox"/>	<input type="checkbox"/> View																										

6. Click Save when finished.