Working in Teams

Documentation · https://viaspaces.com/Documentation/working_in_teams/

Nest groups, scope access with filters, and combine every access layer at once.

This builds on Users and Access Rights, which covers Users, User Groups, and Roles. Here we cover the advanced options: nesting groups, filtering access down to individual records, and how everything combines.

Nested Subgroups

A User Group's **Subgroups** field lets you nest other existing groups inside it, so you can build access in layers instead of one flat list.

1. Open **Settings, User Management, Groups**.
2. Click **Add New Group**, or open an existing one to edit it.
3. In **Subgroups**, select one or more groups to nest inside this one.
4. Click **Save**.

Field-Level Access Filters (Optional Settings)

Optional Settings narrows what a user or group can see within an object type, using a predicate — an expression that's true or false for each record. Only records where it's true stay visible. It's available on both the Edit User panel and the Add/Edit Group panel.

Use a filter to go further than a role and workspace alone allow — for example, limiting a Reader role to business partners in one region only.

1. Open **Optional Settings** on the Edit User or Add/Edit Group panel and click **Add Filter**.
2. Name the filter and choose a Permission Object: Business Partners, Projects, Items, or Workspaces.
3. Write the Predicate and click **Validate**.
4. Click **Add**, then **Save**.



Hint: For Workspaces, you can target a specific workspace or use the special value **general** to cover anything not otherwise targeted. Exact matches are checked before general ones.

Predicate Syntax

Predicates reach into an object's fields with dot notation, like `document.header.documentTypeId`, and index arrays with brackets, like `document.auditLog[0].time`. A caret counts from the end — `[^1]` is the last item — and a range like `[2..]` or `[..^2]` selects a slice.

Operator	Meaning
`.`	Path delimiter, or a decimal point
`()`	Groups an expression, or holds function arguments
`[]`	Accesses an array item
`{}`	Defines an array
`++`, `--`	Increment or decrement
`!`	Logical negation
`+`	Addition or string concatenation
`-`	Subtraction, or a negative value

Operator	Meaning
`?:`	Ternary if-then-else
`,`	Argument separator

Combining Workspaces, Groups & Roles

A role sets what a user can do, a workspace sets which documents they see, and a User Group bundles both across many users at once. A predicate filter adds a fourth layer on top, narrowing things down to specific records.

Put them together for scenarios none of them can express alone — for example, a subgroup with a Reader role, scoped to one workspace, further limited by a predicate to business partners in one region.

Default Groups on a New Account

Every new account starts with a set of default User Groups already in place, which an administrator can edit or delete.