



Self-Service Rules

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Create rules to allow or deny self-service capabilities to selected users.

Add Self-Service Rule

To add a self-service rule:

1. On the **Self Service Rules** page, click **Add Self Service Rule**.
 2. In the side panel that opens, choose a rule **Type**:
 - Deny
 - Allow
 3. Select **Users**:
 - Everyone
 - Domain user or group - specify or search for the **Domain**
 4. Select or add a **Target Group** from drop-down menu.
 5. Confirm that the **Rule is active**.
 6. Click **Save**.
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Edit Self-Service Rule

To edit a self-service rule:

1. On the **Self Service Rules** page, click **Edit** to the left of a self service rule.
2. In the side panel that opens, you can edit the following options:
 - **Type**: Deny/Allow
 - **Users**: Everyone/Domain user or group
 - **Target Group**

5. Confirm that the **Rule is active**.

6. Click **Save**.

Delete Self-Service Rule

To delete a self-service rule:

On the **Self Service Rules** page, click **Delete** to the left of a self service rule and confirm the deletion.
