

About user rights

A user right determines your ability to take a specific action. For example, individual user rights control your ability to upload elements, download elements, and copy, move, and rename elements.

User rights control what users can do at the customer level and in projects and libraries.

The following tables describe each customer, project, and library user right that can be included in a role and what each right enables you to do.

Table 1. Customer rights	
This customer right	Allows you to
Manage Access	Assign customer, project, and library roles to users In a stand-alone system only, create user accounts for your customer
Create Customer	In a stand-alone system only, create customer
Modify Customer	In a stand-alone system only, edit your customer name and contact information
Delete Customer	In a stand-alone system only, delete customer

Table 2. Project rights		
This project right	When combined with this right	Allows you to
Manage Access		Assign project roles to users at the project level, in any project to which the user has access In a stand-alone system only, create user accounts within any project to which the user has access
Manage Limited Access		Modify the project role of a customer user for a specific project when the user has Limited Access on the Project Access. You can only toggle between applying or not applying the project role to a specific project.
Create Project		When assigned at the site level, create new projects for any customer When assigned at the customer level, create new projects for the customer for whom the user has been assigned a project role

Modify Project	View Elements Tab View My Tasks	Move project between groups under a customer, rename project and generate event report Create an auto task in a project
Delete Project		When assigned at the site level, delete projects for any customer When assigned at the customer level, delete projects for the customer for whom the user has been assigned a project role
Move from Completed		Change the project state from Completed to something else
View Elements Tab		See the Elements tab in a project Perform search Elements and view element attributes Note: Each project role must include at least one View Elements Tab or View My Tasks user right.
Upload	View Elements Tab	Upload elements to a project
Arrange /Modify	View Elements Tab	Create folders and move, copy, and rename elements and folders in a project Assign source profiles to elements in a project
Download Originals		Download high-resolution original versions of elements from a project
Download LowRes PDF		Download low-resolution PDF versions of elements from a project
Download JPEG		Download low-resolution JPEG versions of elements from a project
Delete	View Elements Tab	Delete elements and folders from a project
View My Tasks		Be assigned tasks and see the assigned tasks in the Tasks view of a project and in Smart Review Note: Each project role must include at least one View Elements Tab or View My Tasks user right.
View All Tasks	View My Tasks	See all tasks assigned to the user who is logged on and all tasks assigned to other users, in the Tasks view of a project and in Smart Review
Approve Tasks	View My Tasks	Be assigned tasks as approver task user

Use Matchprint Virtual	View My Tasks Approve Tasks	Be assigned color-approval tasks as color approver task user that require the user to proof elements for color accuracy in Smart Review, using the Matchprint Virtual technology
View All Annotations & Status	View My Tasks	See the annotations that other users add to elements in Smart Review and see the status of each annotation Note: If a role does not include this right, the user can see only his or her own annotations, and the user cannot see the status of any annotation.
View Correction Reports	View My Tasks	View a report that summarizes annotations added to an element in Smart Review
Create Tasks	View My Tasks	Create tasks in a project and assign the tasks to other users who have access to the project. Create auto tasks in a project.
Modify Tasks	View My Tasks	Add elements to an existing task or remove elements from a task, add users to an existing task or remove users from a task, rename a task, change a task's due date, and request a task's password authentication.
Delete Tasks	View My Tasks	Delete tasks
Task Status View	View My Tasks View All Annotations & Status	In the Tasks view for a project, see the overall status of each task and the individual users assigned to each task See each user's status per task element
Manage Tasks	View My Tasks View All Annotations & Status Task Status View	Set (but not change) the approval status for annotations in Smart Review. Send a task reminder to users who have not set the status for a task.
Admin Tasks	View My Tasks View All Annotations & Status Task Status View	Reset a user's task status, and set the final status for tasks. Change the approval status for annotations in Smart Review. Delete other users' annotations in Smart Review. Inactivate tasks or reactivate inactive tasks

Note: Individual project rights act the same, regardless of the level at which they are assigned. For example, a user assigned a project role at the customer level that includes the Upload right can upload elements to any of that customer's projects. A user assigned the same project role at the project level only can upload elements but only to the project for which the user was explicitly given access.

Table 3. Library rights	
This library right	Allows you to
Manage Access	Assign library roles to users, in any library to which the user has access In a stand-alone system only, create user accounts in any library to which the user has access
Manage Limited Access	Modify the library role of a customer user for a specific library when the user has Limited Access on the Library Access. You can only toggle between applying or not applying the library role to a specific library
Create Library	When assigned at the site level, create new libraries for any customer When assigned at the customer level, create new libraries for the customer for whom the user has been assigned a library role
Modify Library	Move library between groups under a customer, rename library, and generate event report.
Delete Library	When assigned at the site level, delete libraries for any customer When assigned at the customer level, delete libraries for the customer for whom the user has been assigned a library role
Upload	Upload elements to a library
Arrange /Modify	Move, copy, and rename elements and folders and create folders in a library
Download Originals	Download high-resolution original versions of elements from a library
Download LowRes PDF	Download low-resolution PDF versions of elements from a library
Download JPEG	Download low-resolution JPEG versions of elements from a library
Delete	Delete elements and folders from a library