

About assigning roles

When you create users or edit user information, you assign specific roles to the user—for example, the Creator role for jobs and the Access Manager role for administration. These roles are the user's default roles.

The user rights included in a default role determine a user's capabilities on all jobs.

- **Example for staff users:**

Sam the designer

You have a customer named Best Graphics. You add Sam, a graphics designer, as a user for this customer, and assign him the default job role of Creator. Sam now has the Creator role for all jobs that he works on for Best Graphics. The user rights included in the Creator role allow Sam to create jobs, view pages in Smart Review, and download a low-resolution proof—but not give final approval for printing.

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You can also create groups of users and assign default roles to the group. A user in the group has the union of rights from his or her user account role plus rights from the group role.

Note: If the user or group has access to multiple customers in the system, you can assign different roles, depending on the customer.

If a user or group needs a different role for a specific job, you can change the user's or group's role *for that job*.

- **Example for staff users:**

Sam the designer

Later on a particular job, Best Graphics wants Sam to approve the files for printing. You (who have the rights to change roles) change Sam's job role to Approver for that job. Sam can now approve files for that job and submit them for printing. For all other jobs, Sam still has the default job role of Creator.

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Sam the designer

Later, on a particular job, you want Sam to approve the files for printing. You (who have the rights to change roles) change Sam's job role to Approver for that job. Sam can now approve files for that job and submit them for printing. For all other jobs, Sam still has the default job role of Creator.

The ability to change a user's roles allows you flexibility in customizing the workflow for your operations.