

Access privileges

For staff users:

Users can view and work on jobs and customer accounts that they have created in the system. If users also need to work on jobs and customer accounts created by other users, you must manage their access.

Note: Managing access is not the same as assigning roles to users. User roles are the specific tasks that the user can do while working on the jobs for which they have access. See [About assigning roles](#).

About access to multiple customers

You can allow customer users (for example contractors) to view and work on jobs for multiple customers. See [Giving existing users access to multiple customers \(for staff users only\)](#).

Note: Customer users cannot access all the customer accounts in the system.

You can allow staff users to view and work on all customer accounts in the system or you can restrict access if needed. See [Assigning staff user roles and access to customers](#).

For customer users:

In the Prepress Portal systems, users can view and work on jobs that they have created. If users also need to work on jobs created by other users, you must manage their access.

If your system is licensed for projects or libraries, users can only view and work on the projects and libraries that you give them access to.

Note: Managing access is not the same as assigning roles to users. User roles are the specific tasks that the user can do while working on the jobs for which they have access. See [About assigning roles](#).