

List of user rights (for staff users only)

User rights determine which actions users can perform in the software. If you are a staff user with a system role that contains the Manage Roles right, you can combine rights to define roles that make sense for particular actions in your workflow.

Note: To assign a role to another user, your role must contain all of the rights that you want to assign.

System roles

System roles are only available to staff users. There are five default system roles:

- Administrator (cannot be modified)
- Account manager
- Configuration manager
- Production manager
- View only

You need this user right	To do this
Manage Roles	Define new roles or edit existing roles
Manage All Accounts	• Create, edit, manage, or delete staff users • View a list of customer users To create, edit, manage, or delete customer users, you must also have the Manage Access or Modify Customer right as part of your customer role.
Configure Brands	• Create, edit, or delete themes • Set theme usage
Configure Upload Processing	Create new upload processing rules, edit existing rules, or delete rules
Configure Learning Center	Add and delete content (documents, video) in the Learning Center. Manage the structure of the Learning Center.
View Enterprise Sites (Enterprise only)	Access all satellites in the Enterprise system Tip: Assign this right to a CSR who needs access to all satellites in the system but who does not need any other system rights.

Customer roles

Customer roles are available for staff users and customer users. (In a user account, this role name changes to the *Admin* role.) There are five default customer roles:

- Administrator (cannot be modified)
- Customer administration
- Customer service rep.
- Customer user
- Prepress operator

You need this user right	To do this
Manage Access	Create, edit, and delete customer users
Create Customer	(Staff users only) Add new customers
Delete Customer	(Staff users only) Delete customers
Modify Customer	Edit customer details
View Users	Allows the user to see all users under their customer

Job roles

Job roles are available to staff users and customer users. There are six default job roles:

- Administrator (cannot be modified)
- Approver
- Color approver (if licensed for color customers).
- Creator
- Job manager
- Reviewer

You need this user right	To do this
Page Management	
View All Pages	View all pages in all the jobs to which you have access Note: If you do not have the View All Pages right, you only see pages that you have been asked to review or approve.
Add Pages	(Staff user only) Manually add pages to jobs
Delete Pages	Delete pages from jobs
Upload	Upload files or folders to job-specific folders on the printer's job server

Upload Processing	Processing of files after a successful upload Note: To create upload processing rules, you must be a staff user and have a system role that contains the Configure Upload Processing right.
Arrange Pages	Assign pages to positions in page sets Note: Page set or imposition must be created in Prinergy first.
Approval Workflow	
Annotate	Annotate pages in Smart Review
Request Approval of Work in Progress Pages	Change the status of work-in-progress pages in jobs to Approval Requested
Give Final Approval	- Approve or reject pages - Request approval or clear requests - Request corrections in Smart Review Note: You may want to restrict the number of users who are granted this right.
Jobs	
Create Jobs	Create new jobs
Manage Jobs	Under Edit Properties , change the description, job code, and project code of the job
Delete Jobs	(Staff users only) Remove jobs from the system
Manage Access	- Enable a user to work on all jobs for a customer - Restrict a user's access to specific jobs - Change the role a user has for a specific job
Create Secure Link	Enable to set up a one-time access to a specific section of Prepress Portal. Does not required a user account to be created
View Preflight Data in Smart Review and Upload Processing Window	Enable a user to view preflight data (if enabled in the Refine Process) while the file is being processed or when viewing pages in Smart Review
Smart Review	

Use Compare Feature	View two different files—or two revisions of the same file—in Smart Review at the same time and compare the differences between the two files.
Downloads	
Download Files	Download files that have been placed in the Webdownloads folder for that job. If the Download of Upload Files right is selected, users can download uploaded files.
Download Hi Res	Download a high-resolution production PDF file
Download JPEG Proof	Download a low-resolution JPEG version of the high-resolution PDF production file The resolution is user-specified, up to 300 pixels per inch, set in the InSite Administration software. You can use the low-resolution JPEG proof to print a hard copy of the page, or you can view the raster proof in a browser or in software such as Adobe Photoshop. The resolution is predefined in the InSite Administration software, under Configuration Settings > Workflow.
Download PDF Proof	Download a low-resolution version of the high-resolution PDF production file
Color Management	
View Color Management	View these color-management features: • Color targets • Color approval Note: To assign the View Color Management right to a user, the Use color management features in the Customer Administration area, must be selected.
Edit Color Management	Use these color-management features: • Assign color targets to jobs and pages • Request color approval Note: To assign the View Color Management right to a user, the Use color management features in the Customer Administration area, must be selected.
Job Info Sheet	
View Job Info Sheet	View job information sheets
Edit Job Info Sheet	View and edit job information sheets

Page Groups	
Assign Pages to Groups	Add or remove pages from page groups
Manage Page Groups	Create, edit, or delete page groups