

User cannot see a feature in the software

Problem

You want to perform an action which is described in the help system, but you cannot see the feature in the software.

Cause

The role that you have been assigned does not include the right to access that feature.

What you see in the software, and the actions that you can perform, depend on your role and the rights that are included in that role. For example, if you want to upload files, you must have a job role that includes the Upload user right.

This help system describes all of the possible actions and indicates (in the **Prerequisite** section of each topic) which role and right are required to perform those actions.

Solution

To see which roles are assigned to you, in the software, on the toolbar, click your name. Your roles appear in the **User Roles** area. To see the rights that are included in a role, click the **information** button (i) beside the role.

If necessary, ask your printer to assign a different role to you.