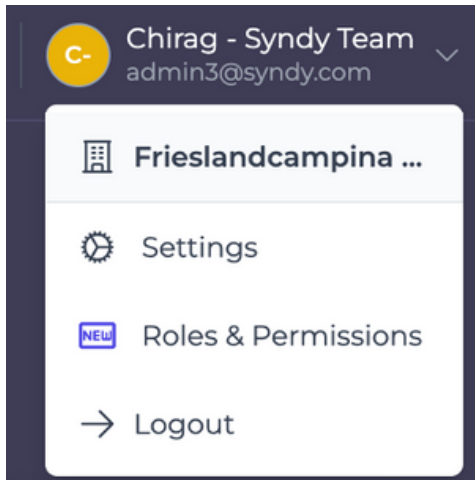


**MANUAL**

# **ROLES & PERMISSIONS**

The manual of the Roles and Permissions is here. Our team has been hard at work to bring you this new feature designed to elevate your Syndy experience.



### Key Features of Roles and Permissions Release [Version 1]:

- ✔ **Feature 1.1:** Define User Roles
- ✔ **Feature 1.2:** Assign Permissions to User Roles
- ✔ **Feature 1.3:** Manage User Roles and Permissions

### How it works:

#### Feature 1.1: Define User Roles

Users are assigned a specific role that determines their access level within the platform. These roles contain sets of permissions that define what actions users can take. We have created some pre-defined roles that could apply to your organization:

- **Administrator/Superuser**
  - Has full access to all features and functionalities.
  - Responsible for managing other users, configuring system settings and overseeing the overall operation of the platform.
- **Standard/Team member**
  - Standard account with basic access to the platform's features.
  - Can create, edit, and manage their own content within the platform.

## Roles & Permissions

- **Read-only**
  - Limited to viewing content without the ability to create or edit.
  - Users that are meant to consume information rather than actively contribute.
- **Support**
  - Syndy team (for internal-use only).

### Feature 1.2: Assign Permissions to User Roles

Permissions determine the specific actions individual users are permitted or exempted from when working on the platform. Permissions are typically assigned to users based on their role, ensuring that each person has the appropriate access level for their job function.

- **Create**

Allows users to add new product content or resources.
- **View**

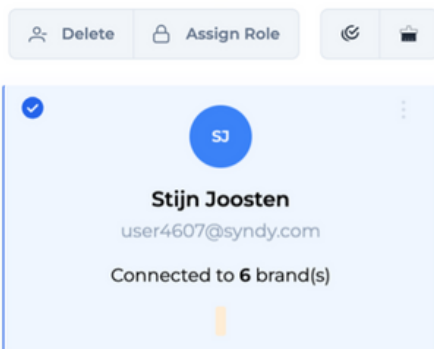
Permits users to view existing product content without making changes.
- **Update**

Grants permission for users to edit and make changes to existing product content.
- **Delete**

Provides authority for removing product content from the platform.

### Feature 1.3: Manage User Roles and Permissions

- **Assign Role to user(s)**



## Roles & Permissions

- 1 Go to the Team page
- 2 Select user(s)
- 3 Select Assign Role (only permitted to Admins)
- 4 Assign desired role to user(s)

- **Manage Roles & Permissions (only permitted to Admins)**

	Product	Exports	DAM	Team
Admin 38 user(s)	<input checked="" type="checkbox"/> View Products <input checked="" type="checkbox"/> Create Products <input checked="" type="checkbox"/> Update Products	<input checked="" type="checkbox"/> View Exports <input checked="" type="checkbox"/> Create Exports <input checked="" type="checkbox"/> View Scheduled Exports <input checked="" type="checkbox"/> Create Scheduled Exports	<input checked="" type="checkbox"/> View Assets <input checked="" type="checkbox"/> Manage Assets	<input checked="" type="checkbox"/> View Team <input checked="" type="checkbox"/> Manage Team Member
Standard 7 user(s)	<input checked="" type="checkbox"/> View Products <input checked="" type="checkbox"/> Create Products <input checked="" type="checkbox"/> Update Products	<input checked="" type="checkbox"/> View Exports <input checked="" type="checkbox"/> Create Exports <input type="checkbox"/> View Scheduled Exports <input type="checkbox"/> Create Scheduled Exports	<input checked="" type="checkbox"/> View Assets <input checked="" type="checkbox"/> Manage Assets	<input checked="" type="checkbox"/> View Team <input type="checkbox"/> Manage Team Member

- 1 Go to the Roles and Permissions page
- 2 Select Role to view existing permissions assigned
- 3 Update permissions for an existing Role or create new Role and define permissions
- 4 Save updates