

Permissions Chart

Each user level has both inherent available abilities and abilities that can be allowed or restricted in their [user settings](#). All actions described below can only be performed in areas to which the user has [access](#).

◇ Assigned by an administrator

√ Inherent for the authority level

		Review	Contributor				Editor			Designer	Asst. Admin	Admin
0	1	2	3	4	5	6	7	8	9	10		
DICTIONARY	ADD words to the spellcheck dictionary via Page Check	◇	◇	◇	◇	◇	◇	◇	◇	◇	√	√
Manage and edit words in Setup > Custom Dictionary											√	
GADGETS	Access to Dashboard and Sidebar Gadgets	√	√	√	√	√	√	√	√	√	√	√
Gadgets Setup											√	
HTML EDITOR	Access Editable Region HTML A custom toolbar that does not include		√	√	√	√	√	√	√	√	√	√

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0	1	2	3	4	5	6	7	8	9	10		
	the HTML button can be created and assigned to a user.											
Edit Source Code	A Level 9 user can be restricted from using the source editor by selecting the Disallow Source checkbox in the User Information panel.	◇	◇	◇	◇	◇	◇	◇	◇	√	√	
CONTENT												

		Review	Contributor				Editor			Designer	Asst. Admin	Admin
0	1	2	3	4	5	6	7	8	9	10		
Edit Page Content		√	√	√	√	√	√	√	√	√	√	
Edit Page Parameters						√	√	√	√	√	√	
View Page Versions and Log	√	√	√	√	√	√	√	√	√	√	√	
Create New Pages					√	√	√	√	√	√	√	
Publish, Scheduled Publish, and Submit for Approval Pages Users can be restricted from publishing by assigning an approver.	√	√	√	√	√	√	√	√	√	√	√	
Move, Rename, And Copy Files									√	√	√	
Upload Files		◇	◇	◇	◇	◇	√	√	√	√	√	
Overwrite Files on Upload		◇	◇	◇	◇	◇	◇	◇	◇	√	√	

		Review	Contributor				Editor			Designer	Asst. Admin	Admin
0	1	2	3	4	5	6	7	8	9	10		
Zip Import							◇	◇	◇	√		√
Recycle/Delete Files		◇	◇	◇	◇	◇	◇	◇	√	√		√
Delete Sections and Folders									√	√		√
Create New Sections and Folders					√	√	√	√	√	√		√
Move, Rename, and Copy Folders									√	√		√
Publish Sections and Folders												√
Publish Site												√
View and Use Assets Access to Content > Assets can be disallowed in account settings .	√	√	√	√	√	√	√	√	√	√		√
Create Assets					√	√	√	√	√	√		√

		Review	Contributor				Editor			Designer	Asst. Admin	Admin
0	1	2	3	4	5	6	7	8	9	10		
Edit Assets		√	√	√	√	√	√	√	√	√	√	
View Asset Log						√	√	√	√	√	√	
Copy and Rename Assets									√	√	√	
View LDP Form Asset Submissions	√	√	√	√	√	√	√	√	√	√	√	
Delete Assets		◇	◇	◇	◇	◇	◇	◇	√	√	√	
View Asset Versions		√	√	√	√	√	√	√	√	√	√	
Publish Assets	√	√	√	√	√	√	√	√	√	√	√	
Create Snippets										√	√	
Create Components											√	
Assign RSS Feeds Only Level 10 users can access RSS from the content menu. Level 9 users can assign feeds										√	√	

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0	1	2	3	4	5	6	7	8	9	10		
on a page-by-page basis.												
Access RSS Feed Items on Pages		√	√	√	√	√	√	√	√	√	√	
Find and Replace											√	
SOCIAL MEDIA	Set Up Social Media Accounts											√
Post to Social Media	√	√	√	√	√	√	√	√	√	√	√	
GROUPS & USERS	Create and Modify Users											√
Create and Modify Groups											√	
Assign Access Settings Level 8 users can only modify access settings for content to which they already									√	√	√	

		Review	Contributor				Editor			Designer	Asst. Admin	Admin
0	1	2	3	4	5	6	7	8	9	10		
have access.												
TAGS	Tags Setup											√
Tags Access Settings										√	√	
REPORTS	Ability to see data for all pages/users site-wide										√	√
View Required Actions, Checked-Out Content, Pending Approvals, Scheduled Actions, Recent Saves and Recent Publishes reports		√	√	√	√	√	√	√	√	√	√	
Site Check and Custom Reports										√	√	
MARKETPLACE	Links to Marketplace	√	√	√	√	√	√	√	√	√	√	√
Send links to gadgets and add-ons to	√	√	√	√	√	√	√	√	√	√	√	

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0	1	2	3	4	5	6	7	8	9	10		
other users for review.												
Contact OmniUpdate directly to request new offerings for their institution.											√	
Install new gadgets from the Marketplace.											√	
ACCOUNT INFO	Access to Site and Account Info											√
Configure site-wide Access Settings.											√	
Activate Dependency Manager and run scanner on site and/or folder.											√	