Roles & Permissions

Roles & **permissions** give your company the ability to **control** and **assign** what users can and cannot do in ProProfs. You can **assign** every user in ProProfs a role when you add them.

> *Learn more about* **adding users.**

Assigning different roles lets you:

1. **Assess** user performance based on tasks assigned
2. **Streamline** the workflow

ProProfs has these pre-defined roles:

- **Administrator -** Administrators have **access** and can make changes to **all features** and **settings.**

- **Editor -** Editors can **publish** and **manage** pages but **cannot** change the **settings.**

- **Contributor -** Contributors can **write** or **edit** pages but **cannot delete** or **publish** them. **Neither** can they access the **settings.**

- **Viewer -** Viewers can **only view** the content, similar to logged-out users. This role is designed for private sites.

- **Group Admin -** Group administrators can **only view** the users added to their **group.** They can view their **roles** and **status** but **cannot** perform any **actions.**

Each role can perform a particular set of tasks, called '**Permissions.**'
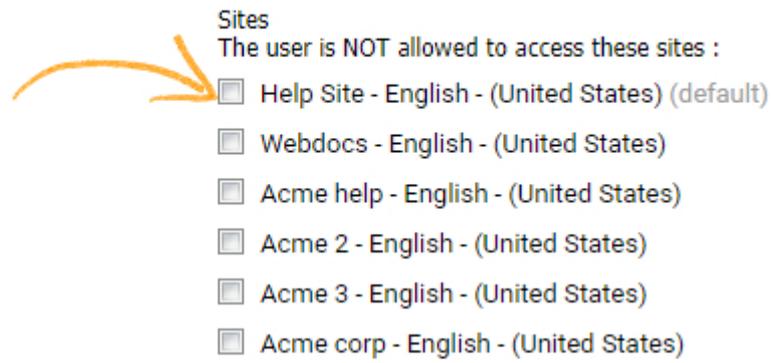
Here's the permissions chart for each role:

Permissions	Administrator	Editor	Contributor	Group Admin
Add New Folders	✔	✔		✔
Delete folders	✔	✔		✔
Edit Folders	✔	✔		✔
Add Pages	✔	✔	✔	✔
Edit Pages	✔	✔	✔	✔
Publish Pages	✔	✔		✔
Delete Pages	✔	✔		✔
View All Pages	✔	✔	✔	✔
Add Tooltips	✔	✔	✔	✔
Edit Tooltip	✔	✔	✔	✔
Delete Tooltip	✔	✔		✔
Access Settings	✔			

Limit Site Access

When adding/editing users, you can limit which sites they can access. This option allows you to

restrict a user's access to certain sites.

Sites
The user is NOT allowed to access these sites :

☐ Help Site - English - (United States) (default)

☐ Webdocs - English - (United States)

☐ Acme help - English - (United States)

☐ Acme 2 - English - (United States)

☐ Acme 3 - English - (United States)

☐ Acme corp - English - (United States)

An email will be sent to the user with instructions on how to activate their account

[Create]   Cancel

Note: By default, a user is allowed to access all sites. To restrict a user from accessing a certain site, click the box next to the desired site (the box will show a checkmark next to the restricted site).

Related Articles:

- Add, Edit, Delete Users

- How Do I Delete Users and Their Information?

- Workflow Rules