

IMPORTANT NOTE: What will my partners see depending on the access rights granted and the license they paid for.

	Guest	Contributor	Manager	Admin
Config				
Details	✗	✗	✓	✓
Define Categories	✗	✗	✗	✗
Define Rooms	✗	✗	✗	✗
Define Status	✗	✗	✗	✗
Lists				
Create	✗	✗	✗	✗
Edit	✗	✗	✗	✗
Archive	✗	✗	✗	✗
Points				
Create	✗	✗	✓ (only in public list, access right at project level)	✓ (only in public list, access right at project level)
Edit	Status, add picture & comment	Same as guest + edit category, user in charge, due date	✓ (if author)	✓
Archive	✗	✗	✓ (if author)	✓ (in public list only)
Move / copy	✓ (if at least manager in destination list)			
Delete	✗	✗	✓ (if author)	✓ (in public list only)
Forms				
Create template	✗	✗	✗	✗
Edit template	✗	✗	✗	✗
Archive template	✗	✗	✗	✗
Create form	✗	✗	✗	✗
Edit form	✗	✗	✓ (if author)	✓
Fill in form	✓	✓	✓	✓
Finalize form	✓	✓	✓	✓
Reopen form	✓	✓	✓	✓
Archive form	✓	✓	✓	✓
Move / copy form	✓ (if at least manager in destination list)			
Delete form	✗	✗	✓ (if author)	✓
Reports				
Create at project level	✓ (max. 20)	✓ (max. 20)	✓ (max. 20)	✓ (max. 20)
Edit information	✓	✓	✓	✓
Edit sort options	✗	✗	✗	✗
Edit layout options	✗	✗	✗	✗
Edit logo options	✗	✗	✗	✗
Generate report per user in charge	✗	✗	✗	✗
Documents				
Add folder	✗	✓	✓	✓
Delete folder	✗	✗	✓ (if author)	✓
Move folder	✗	✗	✓ (if author)	✓
Add document	✗	✓	✓	✓
Edit document	✗	✓ (if author)	✓ (if author)	✓
Archive document	✗	✓ (if author)	✓ (if author)	✓
Move / copy document	✗	✗	✓ (if author)	✓
Delete document	✗	✗	✓ (if author and if only 1 version)	✓
Add new version of document	✗	✗	✓	✓
Preload documents	✗	✗	✗	✗
Participants				
Add participant to project	✓	✓	✓	✓
Manage access rights at project level	✗	✗	✗	✗
Manage access to documents	✗	✗	✗	✗
Manage link with categories	✗	✗	✗	✗