

4. User roles

There are seven user roles, which can be assigned and edited by the project leader, staff admin, and editor. Each role has different permissions in the account, creating different levels of access to the yearbook project.



Project Leader

Has full access to project. Approves page count changes and proofs, and places final order.



Staff Admin

Has full access to project, users, roles, sections and images.



Editor

Can create users and roles, upload candid images and edit all pages/sections.



Staff Member

Able to view all pages, upload candid images, and edit pages/sections as assigned.



Photographer/Rep.

Invited to the project to upload and edit student portraits only.



Proofer








Can view entire project for proofing purposes. No editing privileges.



Contributor

Can submit candid images to project. Images require approval before use.

5. Permissions for each role

	 Project Leader	 Staff Admin.	 Editor	 Staff Member	 Photog./Rep.	 Proofer	 Contributor
Create users and assign roles	✓	✓	✓	—	—	—	—
Create and assign yearbook sections	✓	✓	✓	—	—	—	—
Upload/edit student portraits and data	✓	✓	—	—	✓	—	✓*
Upload/edit candid photos	✓	✓	✓	✓	—	—	—
Approve/delete candid photo submissions	✓	✓	—	✓	—	—	—
Edit assigned pages and sections	✓	✓	✓	✓	—	—	—
Edit all pages and sections	✓	✓	✓	—	—	—	—
View all pages	✓	✓	✓	✓	—	✓	—
Give final approval and submit order	✓	—	—	—	—	—	—

*Candid photos submitted must be approved by the editor.