


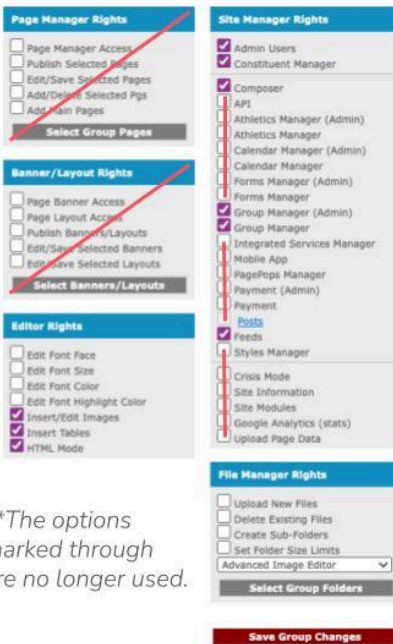
## Defining Admin User Group Rights

Use this guide to help determine what access should be given to user groups. Here is a quick visual overview. The sections are reviewed in detail below.

### Admin Users Screen



- **Composer**
  - Calendar, Resources, Galleries, Locations, Page Pops, Posts, Forms, Messages, Mobile Apps
- **Some modules:**
  - Constituent Manager
  - Group Manager
  - Athletics
  - Feeds
  - Editor Rights
  - File Manager (for constituent and athletics)



**Page Manager Rights**

- ☐ Page Manager Access
- ☐ Publish Selected Pages
- ☐ Edit/Save Selected Pages
- ☐ Add/Delete Selected Pgs
- ☐ Add Main Pages

**Banner/Layout Rights**

- ☐ Page Banner Access
- ☐ Page Layout Access
- ☐ Publish Banners/Layouts
- ☐ Edit/Save Selected Banners
- ☐ Edit/Save Selected Layouts

**Editor Rights**

- ☐ Edit Font Face
- ☐ Edit Font Size
- ☐ Edit Font Color
- ☐ Edit Font Highlight Color
- ☒ Insert/Edit Images
- ☒ Insert Tables
- ☐ HTML Mode

**Site Manager Rights**

- ☒ Admin Users
- ☒ Constituent Manager
- ☒ Composer
- ☒ API
- ☒ Athletics Manager (Admin)
- ☒ Athletics Manager (Admin)
- ☒ Calendar Manager (Admin)
- ☒ Calendar Manager (Admin)
- ☒ Forms Manager (Admin)
- ☒ Forms Manager (Admin)
- ☒ Group Manager (Admin)
- ☒ Integrated Services Manager
- ☒ Mobile App
- ☒ PagePops Manager
- ☒ Payment (Admin)
- ☒ Payment
- ☒ Posts
- ☒ Styles Manager
- ☒ Crisis Mode
- ☒ Site Information
- ☒ Site Modules
- ☒ Google Analytics (stats)
- ☒ Upload Page Data

**File Manager Rights**

- ☐ Upload New Files
- ☐ Delete Existing Files
- ☐ Create Sub-Folders
- ☐ Set Folder Size Limits
- ☐ Advanced Image Editor

**Select Group Folders**

**Save Group Changes**

 = No longer used and should be unchecked.

 = Are used to define rights and should be considered.

### Page Manager Rights

- This refers to a legacy product that is no longer used.
- Uncheck ALL of these options.






### Banner/Layout Rights















- This refers to a legacy product that is no longer used.
- Uncheck ALL of these options.
- Banner rights in Composer are managed elsewhere.






## Editor Rights

- This section determines what editing tools are available in the content editor.
- By default, the following rights are DISABLED because your site's theme and style will automatically apply formatting to content. If you wish these to be enabled, contact your Project Manager or our Support team.
  - Edit Font Face
  - Edit Font Size
  - Edit Font Color
  - Edit Highlight Color
- By default, the following rights are ENABLED, and can be modified for each group at your discretion.
  - Insert/Edit Images
  - Insert Tables
  - HTML mode

## Site Manager Rights

-  Admin Users
  - Enables access to this admin user's screen.
  - Usually this is reserved for just the main Administrators group.
-  Constituent Manager
  - Enables access to Constituent Manager, allowing the group to manage and edit constituents.
  - Usually this is allowed for groups who manage data and profiles of faculty/staff, parents, and students, for example.
-  Composer
  - Enables access to Composer, Calendars, Resources, Galleries, Forms, Locations, Messages, Mobile Apps, Page Pops, Posts, and Workflows.
  - Each of these modules can further restrict the group's permission, but this must be enabled to further define their rights.
-  API
  - This refers to a legacy product that is no longer used.
  - Uncheck this options.
-  Athletics Manager (Admin)
  - Enables FULL access to Athletics Manager.

-  Athletics Manager
  - Enables limited access to Athletics Manager, further defined in the module.
-  Calendar Manager (Admin)
  - This refers to a legacy product that is no longer used.
  - Uncheck this option.
-  Calendar Manager
  - This refers to a legacy product that is no longer used.
  - Uncheck this option.
-  Forms Manager (Admin) & Forms Manager
  - This refers to a legacy product that is no longer used.
  - Uncheck these options.
-  Group Manager (Admin)
  - Enables FULL access to Group Manager.
-  Group Manager
  - Enables limited access to Group Manager, further defined in the module.
-  Integrated Services Manager
  - Enables full access to ISM, a module used for configuring integrations, authentications, and SSOs.
  - This is usually reserved for main site administrators and/or data teams.
-  Mobile App
  - This refers to a legacy product that is no longer used.
  - Uncheck this option.
-  Multimedia Manager
  - This refers to a legacy product that is no longer used.
  - Uncheck this option.
-  PagePops Manager
  - This refers to a legacy product that is no longer used.
  - Uncheck this option.
-  Payment (Admin) & Payment
  - This refers to a legacy product that is no longer used.
  - Uncheck this option.
-  Posts
  - Disabled by default.
  - Posts permissions are managed within the Posts module.
-  Feeds
  - Enables full access to the Feeds module.
  - This is usually reserved for main site administrators.
-  Styles Manager

- This refers to a legacy product that is no longer used.
  - Uncheck this option.
-  Crisis Mode
  - This refers to a legacy product that is no longer used.
  - Uncheck this option.
-  Site Information
  - This refers to part of the platform only used by Finals site Administrators.
  - Uncheck this option.
-  Site Modules
  - This refers to part of the platform only used by Finals site Administrators.
  - Uncheck this option.
-  Google Analytics (stats)
  - This refers to a legacy product that is no longer used.
  - Uncheck this option.
-  Upload Page Data
  - This refers to a legacy product that is no longer used.
  - Uncheck this option.

## File Manager Rights

- File Manager is the file management system used before Resources. It is still used for two purposes:
  - Adding faculty photos to Constituent Manager
  - Adding files to Athletics Manager
- If the admin group needs the ability to perform either of those functions, leave these options checked. Otherwise, uncheck these.