

WebCollab Permissions Matrix

Key to Table

- Items in normal print with solid bullet are generally unique to this item.
- *Items in italics with hollow bullet are generally similar to the ordinary users*

Administrator

Administrators are effectively superusers and have full control over all aspects of the site. They can create, edit and delete any projects and tasks regardless of the owner. They also have access to the special admin areas.

	Task Related	<ul style="list-style-type: none">• Can create & edit any user• Can create & edit any task• Can post & edit any forum• Can upload & edit any file• Can add & delete contacts• Can archive & delete any project
	Special Permissions	<ul style="list-style-type: none">• Can view & edit Admin Config• Can view & edit File Admin• Can view & send Mail List

Users

Users can generally create, edit and delete their own projects and tasks. They can also be assigned projects and tasks. They cannot edit other users or have the use of the Administrator functions.

Ordinary user (Not in any Usergroup)	User	<ul style="list-style-type: none">• Can view & edit self user• Can view other users, except private users
	Tasks	<ul style="list-style-type: none">• Can view & edit own tasks• Can view other tasks when global access is set• Cannot view tasks when global access is not set
	Forums	<ul style="list-style-type: none">• Can post & edit any item in own tasks public forum• Can post or view in other tasks when global access is set.• Can edit own posts in other tasks.• Cannot view forums when tasks global access is not set.• Cannot view Usergroup forums.
	Files	<ul style="list-style-type: none">• Can upload & edit any item in own tasks files• Can upload or view in other tasks when global access is set.• Can upload or edit own files in other tasks.• Cannot view files when tasks global access is not set.
	Contacts	<ul style="list-style-type: none">• Can add & delete contacts
	Archives	<ul style="list-style-type: none">• Can view, archive and delete own projects• Can view archive projects with global access set

		<ul style="list-style-type: none"> • Cannot view archive projects when global access is not set.
	Usergroups	<ul style="list-style-type: none"> • Can view ordinary Usergroups • Cannot view private Usergroups • Cannot edit any Usergroup
	Taskgroups	<ul style="list-style-type: none"> • Can select taskgroups
User in ordinary Usergroup	User	<ul style="list-style-type: none"> • <i>Can view & edit self user</i> • <i>Can view other users, except private users</i>
	Tasks	<ul style="list-style-type: none"> • Can view tasks when global access is not set and in Usergroup • Cannot view other tasks when global access is not set ○ <i>Can view & edit own tasks</i> ○ <i>Can view other tasks when global access is set</i>
	Forums	<ul style="list-style-type: none"> • Can post & edit any item in own tasks in Usergroup forum when global access is not set and in Usergroup. • Can post & edit own items in Usergroup forum when global access is not set and in Usergroup. • Cannot view forums when tasks global access is not set and not in Usergroup. • Cannot view other Usergroup forums. ○ <i>Can post & edit any item in own tasks public forum</i> ○ <i>Can post or view in other tasks when global access is set.</i> ○ <i>Can edit own posts in other tasks.</i>

	Files	<ul style="list-style-type: none"> • Can view files when tasks global access is not set and in Usergroup. ○ <i>Can upload & edit any item in own tasks files</i> ○ <i>Can upload or view in other tasks when global access is set.</i> ○ <i>Can upload or edit own files in other tasks.</i> ○ Cannot view files when tasks global access is not set.
	Contacts	<ul style="list-style-type: none"> ○ <i>Can add & delete contacts</i>
	Archives	<ul style="list-style-type: none"> • Can view archive projects when global access is not set and in Usergroup ○ <i>Can view, archive and delete own projects</i> ○ <i>Can view archive projects with global access set</i> ○ Cannot view archive projects when global access is not set.
	Usergroups	<ul style="list-style-type: none"> ○ <i>Can view ordinary Usergroups</i> ○ Cannot view private Usergroups ○ Cannot edit any Usergroup
	Taskgroups	<ul style="list-style-type: none"> ○ <i>Can select taskgroups</i>
User in private Usergroup	Users	<ul style="list-style-type: none"> • Can view private users in the same Usergroup • Can view other users, except private users not in the same Usergroup ○ <i>Can view & edit self user</i>
	Tasks	<ul style="list-style-type: none"> • Can view tasks when global access is not set and in Usergroup

	<ul style="list-style-type: none"> • Cannot view other tasks when global access is not set ○ <i>Can view & edit own tasks</i> ○ <i>Can view other tasks when global access is set</i>
Forums	<ul style="list-style-type: none"> • Can post & edit any item in own tasks in Usergroup forum when global access is not set and in Usergroup. • Can post & edit own items in Usergroup forum when global access is not set and in Usergroup. • Cannot view forums when tasks global access is not set and not in Usergroup. • Cannot view other Usergroup forums. ○ <i>Can post & edit any item in own tasks public forum</i> ○ <i>Can post or view in other tasks when global access is set.</i> ○ <i>Can edit own posts in other tasks.</i>
Files	<ul style="list-style-type: none"> • Can view files when tasks global access is not set and in Usergroup. ○ <i>Can upload & edit any item in own tasks files</i> ○ <i>Can upload or view in other tasks when global access is set.</i> ○ <i>Can upload or edit own files in other tasks.</i>
Contacts	<ul style="list-style-type: none"> ○ <i>Can add & delete contacts</i>
Archives	<ul style="list-style-type: none"> • Can view archive projects when global access is not set and in Usergroup ○ <i>Can view, archive and delete own projects</i> ○ <i>Can view archive projects with global access set</i>

		<ul style="list-style-type: none"> ○ Cannot view archive projects when global access is not set.
	Usergroups	<ul style="list-style-type: none"> • Can view private Usergroups when in the Usergroup. • Cannot view private Usergroups when not in the Usergroup ○ <i>Can view ordinary Usergroups</i> ○ Cannot edit any Usergroup
	Taskgroups	<ul style="list-style-type: none"> ○ <i>Can select taskgroups</i>

Private User

The same permissions matrix as an ordinary user, except that private users cannot generally be viewed by other users unless they are in the same Usergroup.

Guest

Guest users can generally view projects and tasks, but do not have permissions to create or edit projects and tasks. Guests cannot be assigned projects and tasks.

Ordinary user (Not in Usergroup)	User	<ul style="list-style-type: none">• Can view self user• Can/Cannot edit self *○ <i>Can view other users, except private users</i>
	Tasks	<ul style="list-style-type: none">• Cannot create or edit tasks○ <i>Can view other tasks when global access is set</i>○ Cannot view tasks when global access is not set
	Forums	<ul style="list-style-type: none">• Can view in tasks when global access is set.• Can/Cannot post & edit own posts in tasks. *○ Cannot view forums when tasks global access is not set.○ Cannot view Usergroup forums.

	Files	<ul style="list-style-type: none"> • Can view files • Cannot upload or edit files. • Can view files when global access is set. ○ Cannot view files when tasks global access is not set.
	Contacts	<ul style="list-style-type: none"> • Can add & delete contacts
	Archives	<ul style="list-style-type: none"> ○ <i>No permissions.</i>
	Usergroups	<ul style="list-style-type: none"> ○ <i>Can view ordinary Usergroups</i> ○ Cannot view private Usergroups ○ Cannot edit any Usergroup
	Taskgroups	<ul style="list-style-type: none"> • Cannot access taskgroups to select
In ordinary Usergroup	User	<ul style="list-style-type: none"> • Can view self user • Can/Cannot edit self * ○ <i>Can view other users, except private users</i>
	Tasks	<ul style="list-style-type: none"> • Can view tasks when global access is not set and in Usergroup • Cannot view other tasks when global access is not set ○ <i>Can view & edit own tasks</i> ○ <i>Can view other tasks when global access is set</i>

	Forums	<ul style="list-style-type: none"> • Can post & edit any item in own tasks in Usergroup forum when global access is not set and in Usergroup. • Can post & edit own items in Usergroup forum when global access is not set and in Usergroup. • Cannot view forums when tasks global access is not set and not in Usergroup. • Cannot view other Usergroup forums. <ul style="list-style-type: none"> ○ <i>Can post & edit any item in own tasks public forum</i> ○ <i>Can post or view in other tasks when global access is set.</i> ○ <i>Can edit own posts in other tasks.</i>
	Files	<ul style="list-style-type: none"> • Can view files when tasks global access is not set and in Usergroup. • Can view files when global access is set. <ul style="list-style-type: none"> ○ <i>Can upload or edit own files in other tasks.</i> ○ Cannot view files when tasks global access is not set.
	Contacts	<ul style="list-style-type: none"> ○ <i>Can add & delete contacts</i>
	Archives	<ul style="list-style-type: none"> • No permissions
	Usergroups	<ul style="list-style-type: none"> ○ <i>Can view ordinary Usergroups</i> ○ Cannot view private Usergroups ○ Cannot edit any Usergroup
	Taskgroups	<ul style="list-style-type: none"> ○ <i>Cannot view taskgroups to select</i>

User in private Usergroup	Users	<ul style="list-style-type: none"> • Can view self user • Can/Cannot edit self * • Can view private users in the same Usergroup • Can view other users, except private users not in the same Usergroup
	Tasks	<ul style="list-style-type: none"> • Can view tasks when global access is not set and in Usergroup • Cannot view other tasks when global access is not set ○ <i>Can view other tasks when global access is set</i>
	Forums	<ul style="list-style-type: none"> • Can/Cannot post or view in other tasks when global access is set. * • Can/Cannot edit own posts in other tasks. * • Can/Cannot post & edit own items in Usergroup forum when global access is not set and in Usergroup. • Cannot view forums when tasks global access is not set and not in Usergroup. • Cannot view other Usergroup forums. ○ <i>Can post or view in other tasks when global access is set.</i> ○ <i>Can edit own posts in other tasks.</i>
	Files	<ul style="list-style-type: none"> • Can view files when tasks global access is set. • Can view files when tasks global access is not set and in Usergroup.
	Contacts	<ul style="list-style-type: none"> • <i>Can add & delete contacts</i>
	Archives	<ul style="list-style-type: none"> • No permissions

	Usergroups	<ul style="list-style-type: none">• Can view private Usergroups when in the Usergroup.• Cannot view private Usergroups when not in the Usergroup ○ <i>Can view ordinary Usergroups</i>○ <i>Cannot edit any Usergroup</i>
	Taskgroups	<ul style="list-style-type: none">○ <i>Cannot view taskgroups to select</i>

* This item is controlled by the value of the 'GUEST_LOCKED' parameter in the config file.