

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

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