

Author roles: Structuring and modeling

This documentation shows you the management options for author roles on the Curator tab.

Title:

[Properties](#)
[Structuring and modeling](#)
[Documentation](#)
[Portal](#)
[Quick Guides](#)

Structuring and modeling

Processes

| | |
|---|--|
| <input type="checkbox"/> View | |
| <input type="checkbox"/> Add | |
| <input type="checkbox"/> Edit | <input type="checkbox"/> own processes only |
| <input type="checkbox"/> Delete | <input type="checkbox"/> own processes only |
| <input type="checkbox"/> Assign roles | <input type="checkbox"/> only with own processes |
| <input type="checkbox"/> Assign documents | <input type="checkbox"/> only with own processes |
| <input type="checkbox"/> Assign owner | <input type="checkbox"/> only with own processes |


The next authorizations involve structuring and modeling. You can separately specify which authorizations the new author role is to have in relation to processes, courses, roles and topics. It's also possible to restrict the modeling right to "own processes / courses / roles / topics". Please note that the respective task will be hidden in the user's view if none of the options is activated.

You also have the opportunity to specify the right for glossary maintenance.

Detailed list of authorizations:

Processes, Courses and Topics

- View: This role only allows the user to display processes, courses or topics. Changes and deletions are not possible.
- Add: This role supports the creation of new processes, courses or topics.
- Edit: This role allows the changing of metadata for processes, courses or topics.
- Delete: Processes, courses or topics can be deleted.
- Assign roles/target groups: This role allows the assignment of process roles to a process, assuming they have been maintained. The role supports the assignment of target groups to a course, assuming they have been maintained.
- Assign documents: The role includes the authorization to assign existing documents. If the role also encompasses the right to generate documents, it will also support the creation of a new document.
- Assign owner: This role can assign an owner to a process, course or topic.

 Many rights have a setting called "own... only..." - e.g. "Processes – Delete" vs. "Delete own processes only". The second setting restricts the rights to only the deletion of objects (in this example: processes) that the user themselves owns.


Roles

- View: This role can only be used to display process roles / target groups. Changes and deletions are not possible.
- Add: New process roles / target groups can be created.

- Edit: This role can change the metadata regarding process roles / target groups. However, roles cannot be deleted.
- Delete: Roles can be deleted.
- Assign owner: This role can assign an owner to a process role / target group.

Glossary terms and glossary categories

- View: This role can only display glossary terms and glossary categories. Changes and deletions are not possible.
- Add: This role can create new glossary terms and glossary categories.
- Edit: This role can change the metadata of glossary terms and glossary categories.
- Delete: This role supports the deletion of glossary terms and glossary categories.
- Assign documents: This role includes the authorization to assign existing documents to a glossary term.
- Assign owner: The role can assign an owner to a glossary term and glossary category.

 The glossary terms section includes many rights that only refer to the user's own glossary terms, thereby restricting the user's rights.