

Roles in docu tools

	Administrator	Contributor	External Viewer	Internal Viewer	Sub-contractor
View	All	All	All plans Self-created Pins Pins with assigned tasks	All	Plans with Pins with assigned tasks
Create Content	All	Pins and all media Edit own content	Pins and media	Comments only	Upload media to Pins with assigned tasks
Create Reports	All incl. templates	All incl. templates	All	None	All
Team	View and invite new contacts/members	View only	Invisible	View all participants No changes/adds	Invisible
Groups	View and create	View and create	View only	View all groups No changes/adds	Invisible
Datasets	View and create	View only	View only	View only	Invisible
View Media	All	All	Assigned media Self-created media	All	Assigned media
Tasks	Create Mark as done Close Reject	Create Mark as done Close self-created tasks Reject	Create Mark as done Close self-created tasks Reject	Tasks cannot be created/closed Report assigned tasks as done Reject assigned tasks	Tasks cannot be created/closed Report assigned tasks as done
Plans	Upload Move View	View	View	View	Plans with tasks visible
Reports	View all reports created Add report templates to project (own organisation)	View self-created reports	View self-created reports	View self-created reports	View self-created reports Create reports from standard templates only

