Managing Users and Permissions

General · https://www.verbolia.com/knowledge/managing-users-and-permissions/

Estimated reading time: 2 minutes

As an **Admin** user, you can manage users and their permissions directly in the Verbolia app.

Once you're logged in, go to your master instance and click **Configuration > User Permissions** in the left-hand navigation pane. This opens the user permissions management screen.

Roles and permissions

A role can be assigned to a user across all instances at once, or assigned separately so that it differs per instance. **The permissions granted by a role apply only to the instance it's assigned to**.

Role name	Description
Admin	Access to all functionality, settings, and configuration
Edit	Full access to all product modules within the app, but not to settings or configuration.
Design	Full access to the Vpage theme editor; all other modules are restricted.
View	Read-only access to product modules — you can view content but can't make changes.
No access	No access to any product modules within a specific instance.

Roles follow a hierarchy, and the master role sets the *minimum* level of access a user has on every instance. You can raise an individual child instance to a higher role than the master, but you can't drop it below. For example, a user with a master role of **Edit** can't be set to **View** on a specific instance, since View grants less access than Edit. Conversely, a user with a master role of **View** can be upgraded to **Edit** on a specific instance.

Inviting new users and setting permissions

- Click **+ Invite user** to invite a new user.
- Add one or more email addresses, separated by commas, to invite multiple users at once.
- To invite someone external to your organization, mark them by typing an asterisk (*) immediately after their email address.
  - E.g. jane@externalcompany.com*
- Set the role for all instances.
  - You can copy this from an existing user to save time.

Changing permissions for existing users

Once users are invited, you can change their roles at any time. There are several ways to do this:

- Select a different role for a specific instance directly.
- Change the master role, which sets all other instances to the same role.
- Click the three-dots icon and select **Copy permissions from another user**.
- Select one or more users with the checkbox, then set roles for each instance using the panel at the bottom of the page.

Removing users

To remove a user, set all their access roles to No access.