### Users

#### **Consortia Roles**

### Administrator

- Can create/edit/delete new tenants and customize their settings (i.e. look and feel)
- Can create/edit/delete users for all tenants
- Retains these rights for every tenant
- Can do all other functions Managers can perform

**Multi-Tenant** -- these roles are essentially the same per-tenant, but users can be assigned at this level at multiple tenants. A Manager is required for each tenant, but that user may also be the Manager of other tenants.

## Manager

- Can customize tenant settings (i.e. look and feel)
- Can create/edit/delete users within designated tenant
- Can create/edit/delete both collections and admin sets
- Can adjust the visibility settings for collections and admin sets
- Can create/edit/delete any work. Can approve works, create and release embargoes or leases.
- Can do all other functions Editors can perform

### Tenant Editor (optional role)

- Can create/edit all collections and edit all admin sets
- For all content: Can create and edit works. Can approve works. Can create and release leases and embargoes.
- Can do all other functions Depositors can perform.

# **Tenant-only Roles**

Approver (optional role)

- Is assigned approver role to specific admin sets
- For content within the admin set: Can create and edit works. Can approve works. Can create and release leases and embargoes.
- Can do all other functions Depositors can perform.

## Depositor

- Can upload content
- Can edit and delete their own content before it is approved.
- Can create and release embargoes and leases on their own content
- Can limit their own content visibility to specific user classes

- Can see analytics for their own content
- Can designate Proxy-Depositor for themselves
- Can perform all the functions an Authenticated Viewer can do.

# Proxy-Depositor\* (optional role)

- Can perform actions on behalf of another user as proxy
- Has all the permissions of the user they are proxy for except designating Proxy-Users

# Authenticated Viewer (optional role)

- Can see works across all institutions according to their authentication class
- Can create lists and see my own search history
- Can perform all the functions an Un-authenticated Viewer can do.

# **Un-authenticated Viewer**

• Can see public works