Widgit Online

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User Types in Group Accounts

There are 3 user-types in Widgit Online Group Accounts: **Administrators**, **Managers** and **Users**.

The different categories have different roles and permissions assigned to them. There can be any combination of user categories and permissions within a group. This guide is to explain the differences in these types.

Please note: In order to access educational resources we recommend that teachers are set up as either Managers or Administrators and students should be set up as Users."

Administrators

Administrators have the highest level of access and have a complete overview of the group account.

They can:

- Create and edit documents in:
  - My Documents
  - Shared Folders
  - Any User's or Manager's folders
- Publish and unpublish any document
- Manage wordlists for themselves and the group
- Browse all unpublished files
- Browse all published documents

Administrators can create users up to the maximum number of users allowed for the group type. They can create and edit any user type, including **Managers** and other **Administrators**. The person creating / setting up the account will automatically be an **Administrator**, but more administrators can be added. **We recommend** that **staff** are set up as either **Managers** or **Administrators** and students/clients should be set up as **Users**.

Managers

Managers have the second highest level of access. They can:

- Create and edit documents in:
  - My Documents
  - Shared Folders
  - Any of their Users' folders
- Publish and unpublish their own and their managed Users' documents
- Manage their own wordlists
- Browse their own and their Users' unpublished files
- Browse all published documents

Managers can create **Users** up to their permitted allocation. They can only edit their own **Users.**

Users

Users have the most restricted access. They can:

- Create and edit documents in:
  - My Documents (if they have a My Documents folder)
  - Shared Folders (that they have permission to access)
- Publish and unpublish their own documents (only if they have permission to do so)
- Browse their own and shared unpublished files
- Browse all published documents

The **Administrator** and **Manager** can edit their **Users** and decide the permissions for all their allocated users.

Users

Users can have their own folders. You can specify if they have publishing rights, and they can be assigned a manager.

Name	Publish	Own Docs	Manager	Email	Creation Date	Make Manager
broke	✗	✓	None		18 Sep 2019	
fred	✓	✓	Brian		22 May 2018	
James						