User Role Descriptions

There are four user roles included in the CMS by default. This allows site administrators to add users with different permissions, based on their role in maintaining content on the website. Below is a list of these different user roles and the most commonly used permissions for each. Please note this list of permissions is not exhaustive. If you have additional questions about permissions, please submit a support ticket or contact a team member via Teamwork if your project is still in production.

User Role Summary

Permission	Contributor	Editor	Site Admin	System Admin
Create posts	✓	✓	✓	✓
Edit existing posts	✓	✓	✓	✓
Tag posts to any navigation term on the site	✓	✓	✓	✓
Add/edit posts without additional approval before publishing		✓	✓	✓
Turn on advanced mode when editing posts		✓	✓	✓
Submit tickets directly from the website		✓	✓	✓
Change layout/display options of navigation term pages			✓	✓
Manage navigation terms (sitemap)			✓	✓
Manage post types			✓	✓
Manage/add new users			✓	✓
Approve content of contributors			✓	✓
Receive email notifications when editors edit the site			✓	✓
Access "advanced manage content" view to do perform bulk operations			✓	✓
Edit site settings				✓
Synchronize Mailchimp groups				✓
View system logs and advanced reports				✓
Use backup/restore to download a copy of the site database				✓

Contributor

Can edit/add content that needs approval before publishing

Contributors can:

- Create content (posts) and edit their own content, but their additions will not go live until approved by an admin
- Edit other posts on the site, but changes won't go live until approved by an admin
- Tag posts to any navigation terms on the site (including the homepage), but posts won't display on those terms until approved by an admin
- Include a "message to administrator" when editing/adding posts to the site

Contributors cannot:

- Edit navigation
- Edit post types
- Manage users
- Change template/layout options of navigation terms
- Turn on advanced mode when editing posts
- Access "advanced manage content" view to do perform bulk operations
- Submit tickets directly from the website (they don't see the Support tab on the left side of the screen when logged in)

FAQs about Contributors

Q: Who should be a contributor?
A: Anyone that needs to edit current posts or add new posts to the website, without those changes going live until approved by a website administrator.

Q: How are site/system admins notified when a contributor makes a change or adds a new post?
A: The site-wide approver(s) (designated in DD Site Settings) will get an email whenever a contributor edits the website. They can choose to approve the changes directly from the email, or go and edit the post before approving/publishing. Site/system admins can also find a full list of posts waiting for approval from the Advanced manage content view of the website.

Q: Can someone other than the site-wide approver be notified when a contributor edits the website?
A: Yes, you can designate any site or system administrator to receive notifications for a particular contributor, instead of notifying the site-wide approver(s). This can be done by editing the contributor's user account and adding a "content approver."

Q: Can contributors or editors be content approvers?
A: No, only site and system admins can be content approvers.

Editor

Can edit/add content and publish it immediately without any additional approval
Editors can:
- Create posts and make edits to any post on the site
- Tag posts to any navigation terms on the site (including the homepage) and have those posts display in those sections immediately
- Turn on advanced mode when editing posts
- Submit tickets directly from the Support tab on the website

Editors cannot:
- Edit navigation
- Edit post types
- Manage users
- Change template/layout options of navigation terms
- Access "advanced manage content" view to do perform bulk operations

FAQs about Editors

Q: Who should be an editor?
A: Anyone who regularly adds or edits content on the site, and needs to have the ability to have those changes go live immediately.

Q: Are site/system admins notified of changes made by editors?
A: Yes, an email notification will go to the site approver(s) when editors add or edit content. Admins can override who is receiving the email notification by editing the editor's "content approver" in their user settings.

Q: Can contributors or editors receive notifications when an editor edits the website?
A: No, only site and system admins can be content approvers and receive email notifications.

Site Admin

Can do everything an editor can, plus manage users, site navigation, and post types
Site admins can:
- Create posts and make edits to any post on the site
- Tag posts to any navigation terms on the site (including the homepage) and have those posts display in those sections immediately
- Turn on advanced mode when editing posts
- Submit tickets directly from the Support tab on the website
- Approve pending content created by contributors
- Receive email notifications when editors edit the website
- Edit navigation
- Edit post types
- Manage users, including changing own user role

- Change template/layout options of navigation terms
- Access "advanced manage content" view to do perform bulk operations

Site admins cannot:
- View the black admin bar that allows users to:
  - Edit site settings
  - View system logs
  - Download or restore a copy of the site database

FAQs about Site Admins

Q: Who should be a site admin?
A: Anyone who should have full access to manage all aspects of the site. Note: the site and system admin roles are interchangeable, and site admins can upgrade themselves to system admins at any time.

System Admin

Can fully manage all aspects of the site available to the client

System admins can:
- Create posts and make edits to any post on the site
- Tag posts to any navigation terms on the site (including the homepage) and have those posts display in those sections immediately
- Turn on advanced mode when editing posts
- Submit tickets directly from the Support tab on the website
- Approve pending content created by contributors
- Receive email notifications when editors edit the website
- Edit navigation
- Edit post types
- Manage users, including changing own user role
- Change template/layout options of navigation terms
- Access "advanced manage content" view to do perform bulk operations
- Edit site settings
- Synchronize Mailchimp groups
- View system logs
- Download or restore a copy of the site database

System admins cannot:
- Create new user roles
- Edit user permissions
- Add or remove Drupal modules
- Create triggered rules

FAQs about System Admins

Q: Who should be a system admin?
A: Anyone who should have full access to manage all aspects of the site.