User rights

User lists & rights

Rights to access files in ProjectWise are defined through the concept *'Access Control'*.

Several rights-user lists are created in 'Access Control', in which all project participants (internal and external) are linked to at least one user list.

The rights generally define which user lists have the right to see files, edit files, send files between different states or only read files. The list below shows the user lists in ProjectWise:

- **Administrator:** Has rights to everything. This includes changing user list rights and creating files and folders anywhere.

- **Project administrator:** Has rights to change the rights of other user lists and to create files and folders anywhere.

- **VD super user:** Has the same rights as *'VD user'* and *'Project No. user'* plus the right to *'Free'* files checked out by others.

- **VD user:** Has the right to edit files at the workflow state *'Design'* and to create and delete new files and folders in sub-folders where allowed.

- **VD KS:** Only has the right to read files at all states, but is allowed to edit attribute values of files when they are at the *'Quality control'* state.

- **VD Approver:** Only has the right to read files at all states, but is allowed to edit attribute values of files when they are at the *'Approval'* state.

- **Project No.-user:** Only contains external users who work on a specific project. These have the same rights as 'VD user'.

- **Project No.-Viewer:** Only contains external users who are linked to a specific project. These only have the right to read files, not to edit them.

- **Project No.-KS:** Only contains external users who are linked to a specific project. These have the same rights as 'VD KS'.

- **Project No.-Approver:** Only contains external users who are linked to a specific project. These have the same rights as 'VD Approver'.

- **Project No.Contract No.-Contractor:** Contains contractors and their subcontractor and sub-consultants linked to a specific contract for a specific project. These have overall rights to create, read and delete files and folders for the contract in ProjectWise to which the user list is linked

- **Project No.Contract No.-Contractor_read:** Contains contractors and their subcontractor and sub-consultants linked to a specific contract for a specific project. These only have the right to read files, not to edit them for the contract in ProjectWise to which the user list is linked

Lack of user rights

In case of lack of user rights, please contact one of the ProjectWise project administrators. Click on *'Contract'* in the user manual main menu.