


## User Administration

### Rights Management

The Project and User Administration allows you to create and manage Projects and to add users to a Project and assign roles to them (see Figure 1).

To open the Project and User Administration, you can choose “Tools > Project/User Administration” in the menu bar or click  in the tool bar (see Figure 2).

The Perspective is subdivided into two Views. By default, the Navigator is on the left and the User Administration is on the right side (see Figure 3).

To assign roles to a user in a certain Project, the Project must be selected in the Navigator by clicking its name. After having been created a Project is pre-selected automatically (see Figure 4).

In the User Administration, users who already have access to the Project are displayed with their roles. You can search for further users and as Project Manager you can add them to the list if they previously have logged into TextGrid at least once and have chosen the option “Searchable” (see Figure 5). Choosing this option will be expatiated upon in the tutorial “Login”.

You can assign four different roles to users with every role being connected to role specific rights (see Figure 6).

The Project Manager has the privilege to assign and remove roles and publish resources (see Figure 7). The Authority to Delete permits to delete unpublished Objects in the related Project (see Figure 8). Publishing data will be expatiated upon in a separate tutorial. With the Editor role a user can get write access to a Project and thus the right to edit and to save unpublished data (see Figure 9). With the Observer role a user can get read access to a Project (see Figure 10). As rights in TextGrid are non-hierarchical, all intended rights must be assigned to a user explicitly. Reading access is an exception as it is included in the Editor role as well as in the Observer role.

Searchable users can be found by their name, e-mail address or organization, for this purpose \* is feasible as wildcard replacing any string. The Search Results can be shown or hidden by checking the corresponding box. You can list all users with whom you share access to a Project by checking the “Show contacts” box (see Figure 11).

As Project Manager you can add and remove roles by (un)checking the boxes, changes are highlighted in red (see Figure 12).

By clicking “Apply Changes” you confirm the changes (see Figure 13), alternatively you can revert the changes.

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More tutorials and further information can be found on the TextGrid website  
([www.textgrid.de](http://www.textgrid.de)).

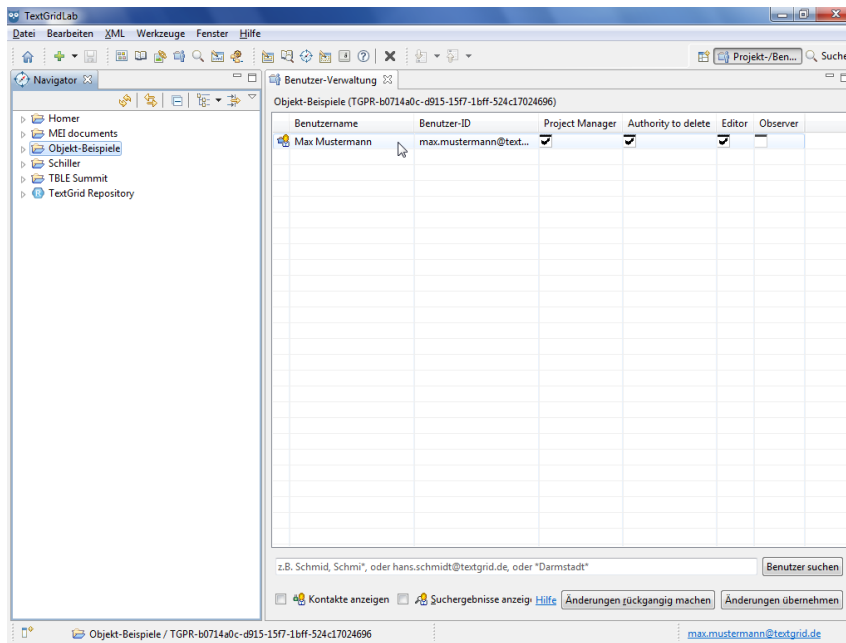


Figure 1: Project and User Administration

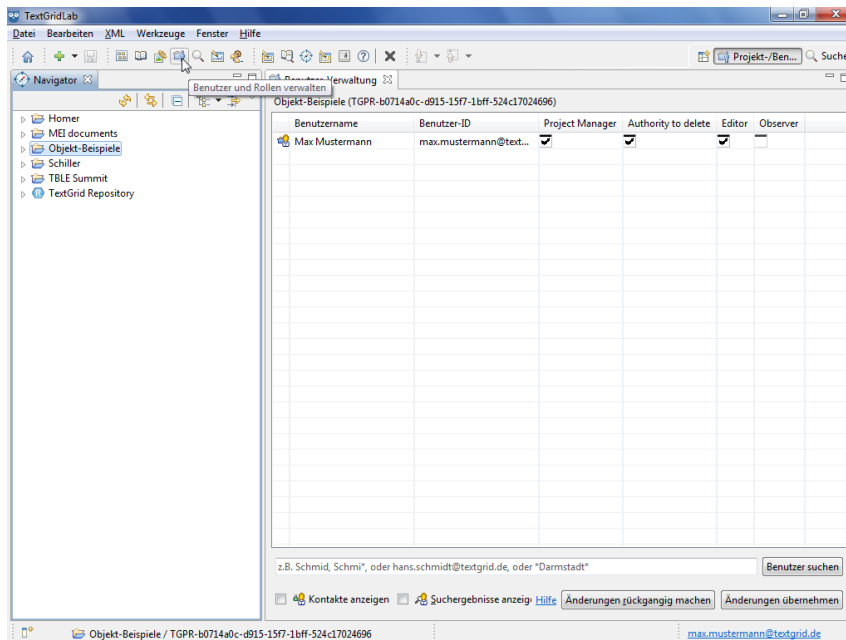


Figure 2: Open Project and User Administration

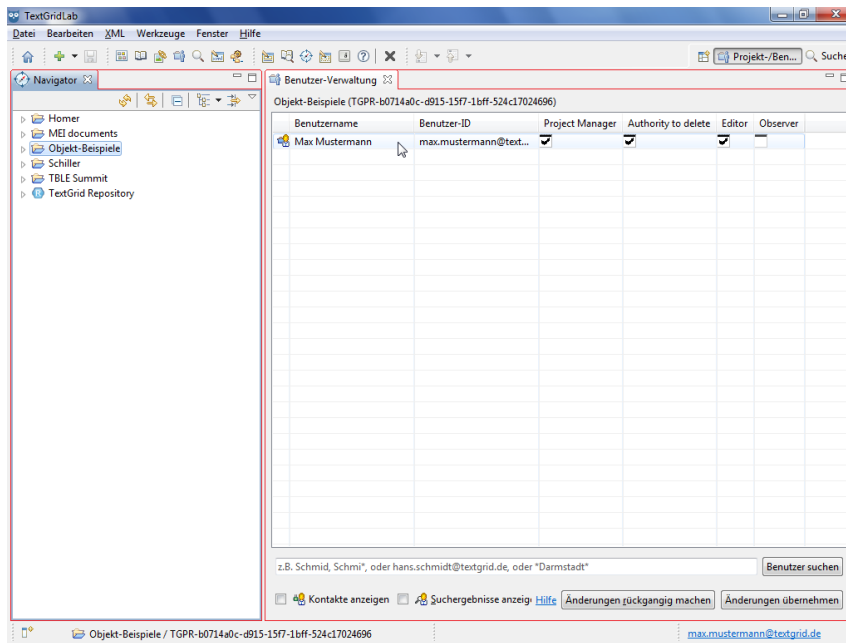


Figure 3: Two Views of the Project and User Administration

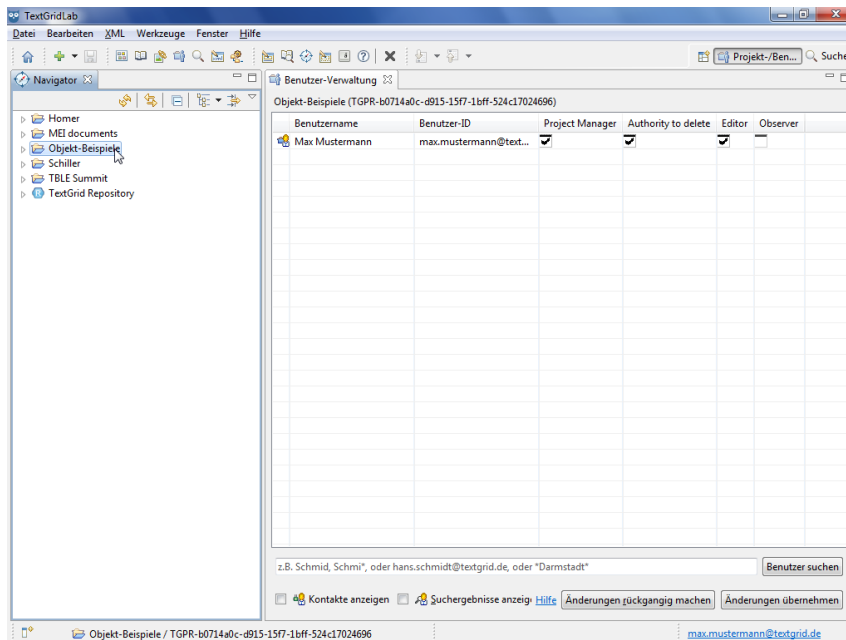


Figure 4: Select Project in the Navigator

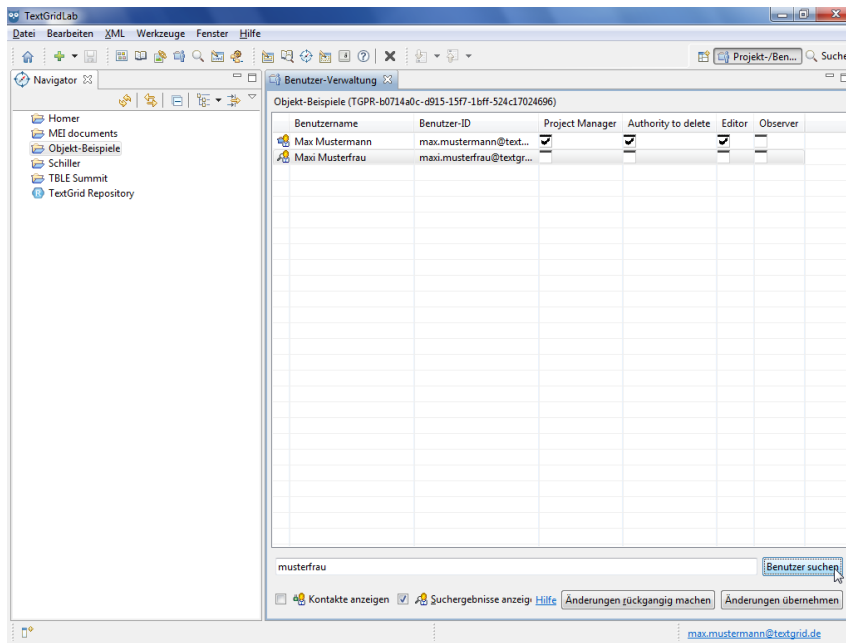


Figure 5: Search user(s) in the User Administration

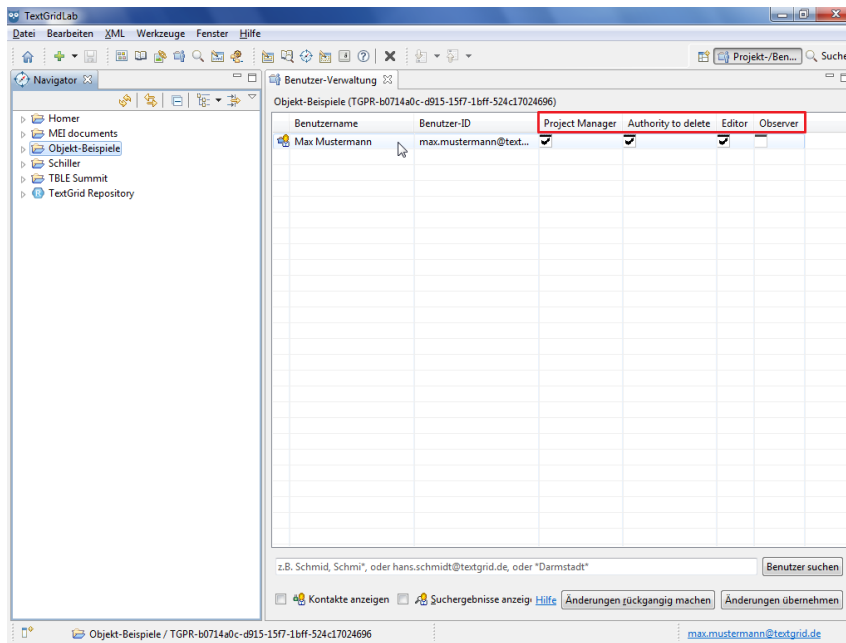


Figure 6: Assignable roles in the User Administration

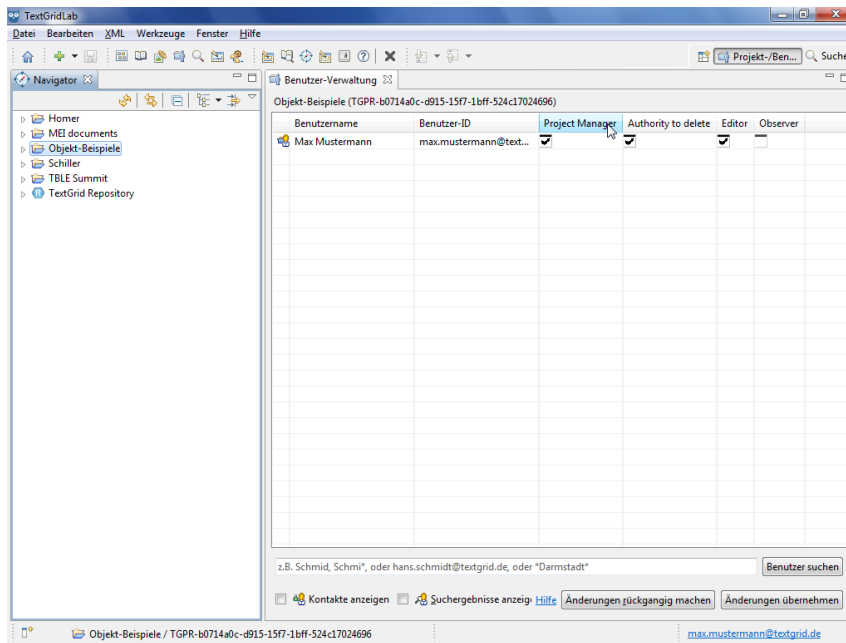


Figure 7: Project Manager role

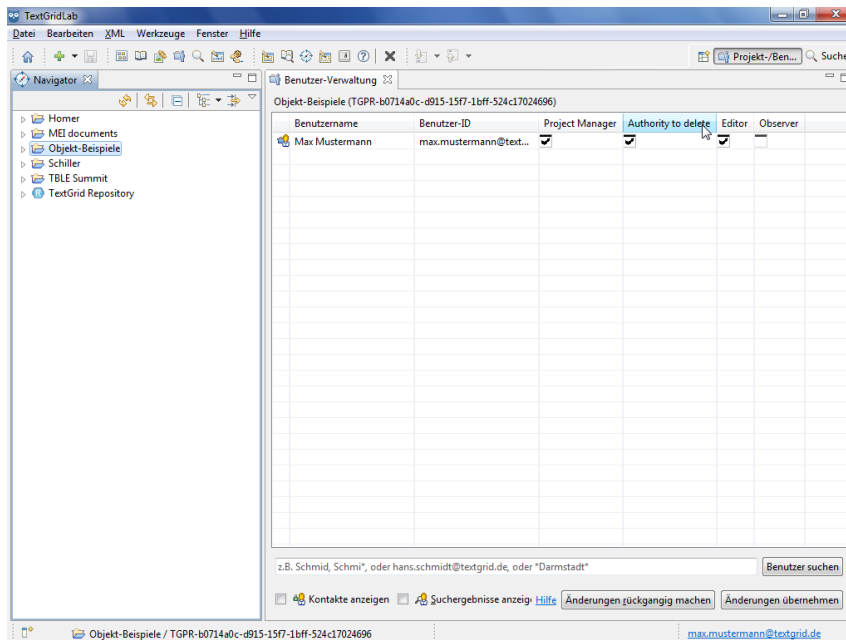


Figure 8: Authority to delete

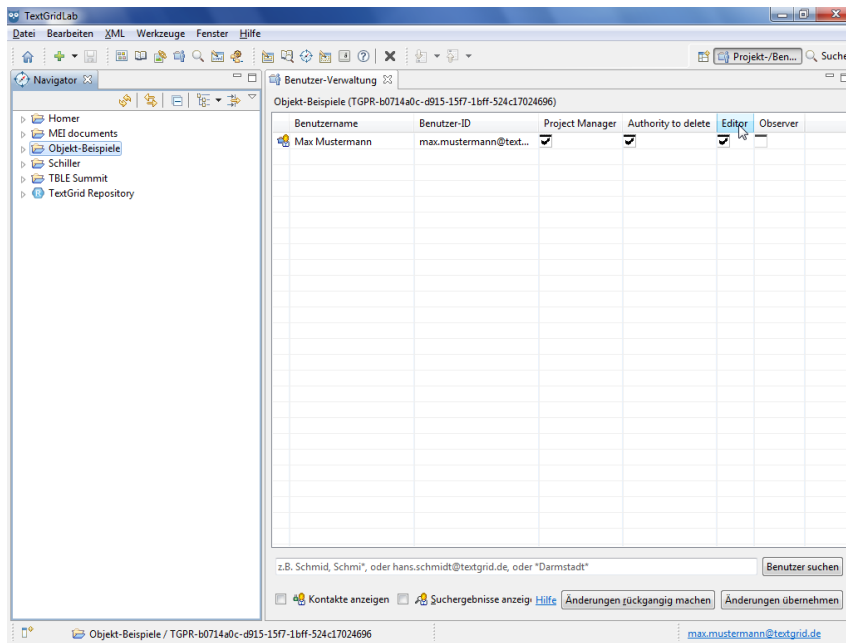


Figure 9: Editor role

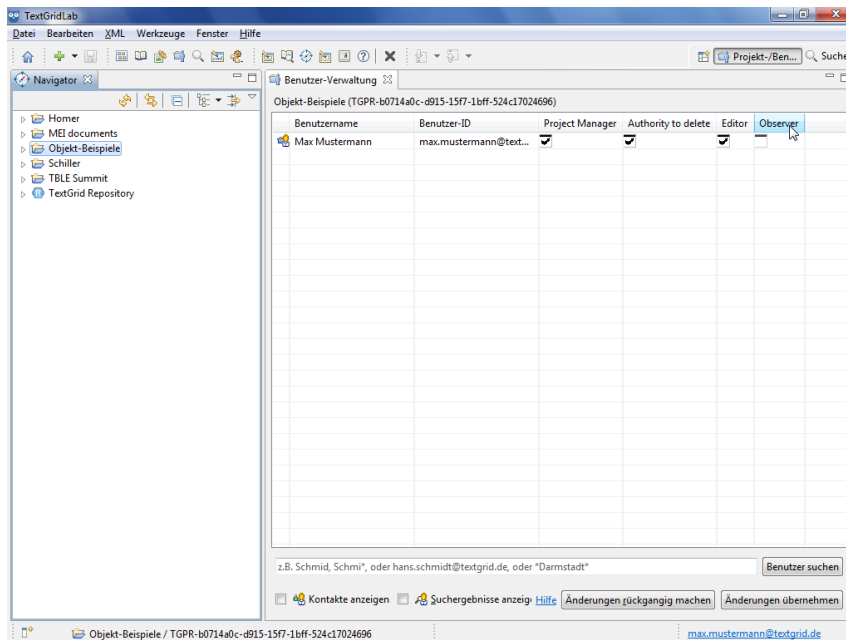


Figure 10: Observer role

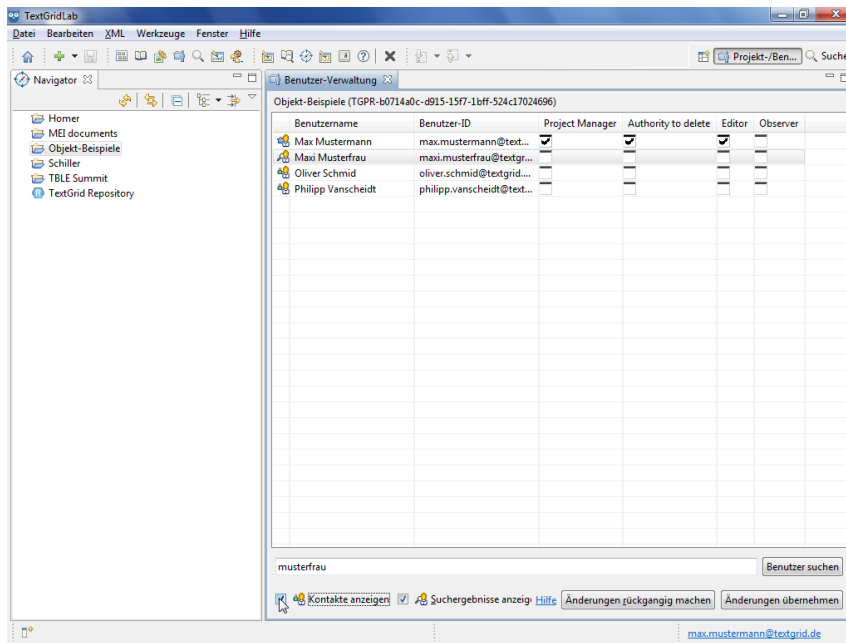


Figure 11: Show contacts

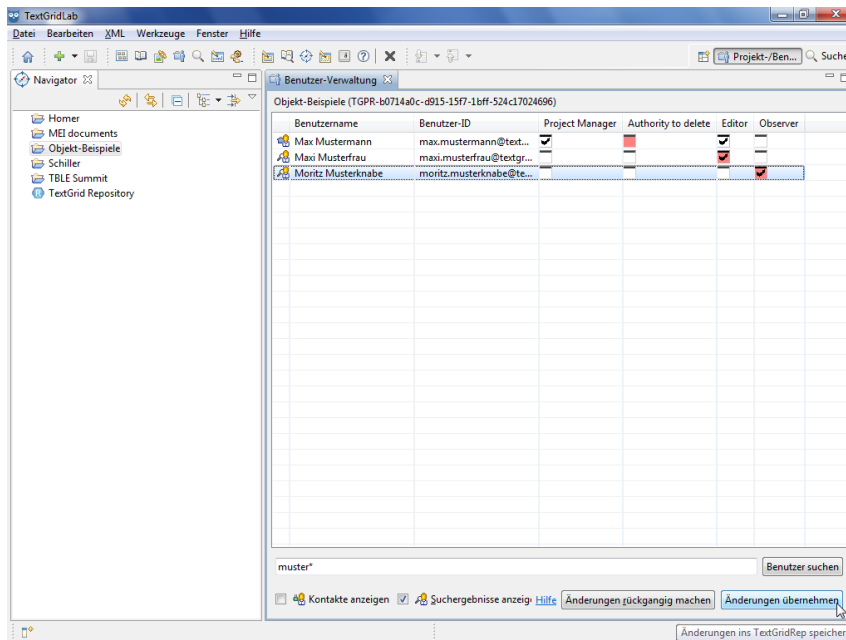


Figure 12: Changes are highlighted in red



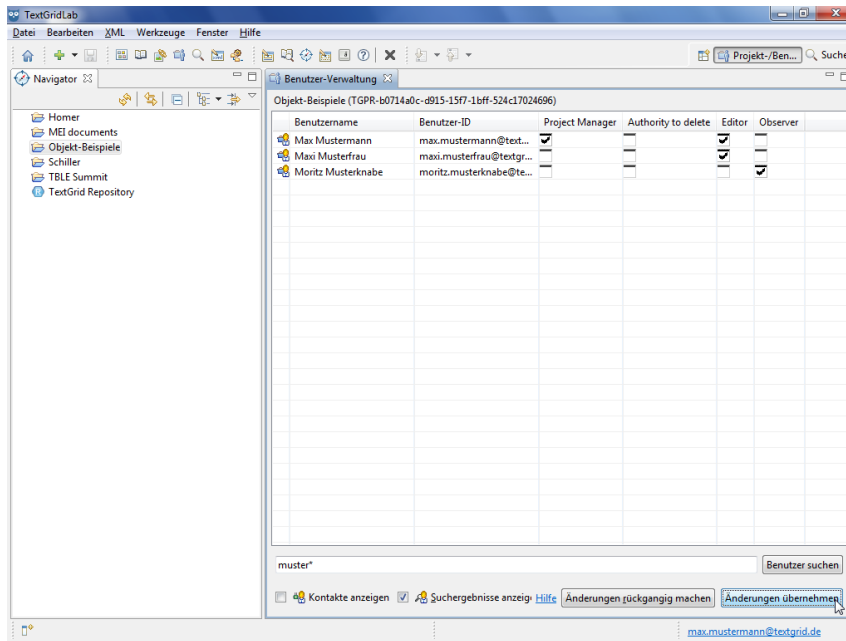


Figure 13: Change in role assignment are applied