

Projecis

Subscription Level Permissions

- Add Members to the Subscription
- Add Contacts to the Subscription
- Create Projects

| | Administrator: Full | Administrator: Project | Member |
|----------------------------------|------------------------|---------------------------|--------|
| Add Members to the Subscription | X | | |
| Add Contacts to the Subscription | X | X | |
| Create Projects | X | X | |

Project Level Permissions

- Schedule a Meeting
- Create Tickets
- Approve Pending Files/News
- View whole Gantt chart without it being shared
- Create Milestones
- Create Tasks
- Edit Task Hours Estimate
- See Other Peoples Tasks/Tickets
- Manage/Create File sub-categories
- Create Calendar Events seen by other team members

| | Leader | Publisher | Contributor | Task Manager | Ticket Manager | Event Manager | Regular ² | Restricted |
|---|--------|----------------|----------------|----------------|----------------|----------------|----------------------|----------------|
| Schedule a Meeting | X | X | X | X | X | X | X | X |
| Create Tickets | X | X ¹ | X ¹ | X ¹ | X | X ¹ | X ¹ | X ¹ |
| Approve Pending Files/News | X | X | | | | | | |
| View whole Gantt chart without it being shared | X | | | X | | | | |
| Create Milestones | X | | | X | | | | |
| Create Tasks | X | | | X | | | | |
| Edit Task Hours Estimate | X | | | X | | | | |
| See Other Peoples Tasks/Tickets | X | | | X | X | | | |
| Manage/Create File sub-categories | X | | | | | | | |
| Create Calendar Events seen by other team members | X | | | | | X | | |

- Files Area**
- Upload File without Approval
 - View Version History
 - Download File
 - Edit File Properties
 - Upload New File Version
 - Share File with those outside Projecis
 - Check-out Document
 - Start File Review
 - View File Review History
 - Delete File
 - See Files Being Reviewed
 - View files marked 'Private' even if they are not selected
 - See/Approve Files Pending
 - View File Activity
 - Undo Check-out
 - Archive/Un-Archive a Document

| | Leader | Publisher | Contributor | Task Manager | Ticket Manager | Event Manager | Regular ² | Restricted |
|---|--------|-----------|----------------|----------------|----------------|----------------|----------------------|----------------|
| Upload File without Approval | X | X | X | | | | | |
| View Version History | X | X | X | | | | | |
| Download File | X | X | X | X ³ | X ³ | X ³ | X ³ | X ³ |
| Edit File Properties | X | X | X | | | | | |
| Upload New File Version | X | X | X | | | | | |
| Share File with those outside Projecis | X | X | X | | | | | |
| Check-out Document | X | X | X | | | | | |
| Start File Review | X | X | X | | | | | |
| View File Review History | X | X | X | | | | | |
| Delete File | X | X | X | | | | | |
| See Files Being Reviewed | X | X | X ⁴ | X ⁴ | X ⁴ | X ⁴ | X ⁴ | X ⁴ |
| View files marked 'Private' even if they are not selected | X | X | | | | | | |
| See/Approve Files Pending | X | X | | | | | | |
| View File Activity | X | | | | | | | |
| Undo Check-out | X | | | | | | | |
| Archive/Un-Archive a Document | X | | | | | | | |

¹ Cannot assign to a team member. A Leader or Ticket Manager must edit it to assign to someone on the team.

² None of the other permission categories and not a Restricted Person/Company

³ Protected Files not available for download or printing

⁴ Can only view files being reviewed if you are assigned to review the file

Restricted Designation

Persons who are restricted (as a Restricted Person or as part of a Restricted Company):

- 1) Is Restricted for a given Project. They may not be Restricted in other projects.
- 2) Cannot see other Restricted persons or any of their contributed content to a Project. This may include comments, documents, etc.
- 3) Restricted persons cannot see content (Files, News, Discussions) that are designated as 'Sensitive'

Other

- Companies can be designated 'Restricted' at the subscription level.
- If a Company is Restricted, all persons who belong to this company are also Restricted
- If a Person is Restricted other persons who belong to the same company may not be Restricted