

## **User roles description**

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User rights in BTS are defined by the interplay of the following factors:

- *user role* with respect to particular corpora
- *user status* with respect to particular database objects
- *visibility status* of particular database objects

Independent of the role or status, every BTS user can:

- Access all entries in the drop-down menu "Window".
- Access "Preferences / Database Manager" .
- Adjust personal Preferences (see [Preferences](#) section for more detail).
- Change his/her own passwords. (Preferences / Change password)
- Access all options in the drop-down menu "Help".

## User roles

Users can have one of five different user roles, which apply only to particular corpora: [Admin](#), [Editor](#), [Researcher](#), [Transcriber](#) or [Guest](#). One user can have varying user roles in different corpora (but just one user role per corpus). E.g. a user can be an [Editor](#) in the corpus "*bbawamarn*"a, but only a [Transcriber](#) in the corpus "*bbawbrief*"e.

NOTE: a user role is only valid in the corpora, where it was assigned to the user by BTS Administrator. For all other corpora, Thesaurus- and Lemma view, a user will immediately assume the role of a [Guest](#).

## User status

Additionally to user role, a status of a *Reader* or an *Updater* can be assigned to a particular user with respect to specific database objects.

For instance a Researcher with status of an Updater can edit all items in a given corpus, but when his or her status is changed to Reader he or she can only view the items. Updater and Reader status of specific database objects of a corpus can be assigned to a user by [Admin](#), [Editor](#) or [Researcher](#) (the latter must already have an Updater status) of a given corpus. This is done by right-clicking on a database object, selecting an option "Edit Updaters/Readers" and assigning a user to a user role through the menu on the right.

NOTE: A Reader/Updater status for an entire corpus is not effective for individual items within a corpus. I.e. such a status has to be assigned for users for every database object where a user should have editing rights.

## Visibility status

Another factor restricting user rights is a *Visibility status* of a database object, which can be set in the Main Tab of the Passport Editor. The visibility status options are: Public, Reader, Group, Project and All Authenticated. Depending on the visibility status of an item, it may only be available for viewing or editing for users with particular rights. More on visibility status of database objects will be outlined in the description of particular user roles below.