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**3.1**

# Access Editing Rights

When establishing a collaborative application for a team, the administrator would take steps to avoid risks of users damaging the databases, the program tools for the software to work correctly

**[set by default by the developer],** this ensures the application works correctly and individuals cannot unintentionally disturb the execution of the intended procedures the software was designed to do.

## Higher Management

The editorial rights a manger would be expected to be allotted, would allow them to access edit and change files.

## Administrator

Working with the manager, the administrator would need access to most of the applications program, they would administer the correct level of editorial rights according to an individual’s position within the company/association.

Their aim would be to promote trust and reduce risk of unintended damage, by applying the level of editorial rights to an individual and explain why they are allocated that level.

Set up permissions for individuals;

* Level of editorial rights- allowed for position
* Adjust settings to allow uses access
  + IT Tools & devices- allowed for position

## Developer

The application developer would need full access to the editorial rights, to enable them to repair and improve/update the programs functions,

## Software User

The software user, [ *person who uses the software to access and add information to forms only*], will not be able to access the program functions, and can possibly, unintentionally damage the programs.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Position** |  | **Rights** |  |  |
|  | **Read Only** | **Read/Write** | **Read/Write/execute** | **Full Access** |
| Higher Management |  |  |  |  |
| Administrator |  |  |  |  |
| Developer |  |  |  |  |
| Software User |  |  |  |  |

## Read Only

Access to the applications files/ functions, but not editing or changing files and functions.

## Read/Write

Access to the applications files/ functions, including editing or changing files.

## Read/Write/execute

Access to the applications files/ functions, including editing or changing files and functions.

## Full Access

Total access to all areas, enabling the developer to manage and maintain the entire application.