## Office and Project Publication Status

Office, Project and Data have independently assigned publication status.

When data is approved it cannot be edited

When data is accessible at project level it is also accessible at Office level

When data is accessible at Office level it is not accessible at project level

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| --- | --- | --- | --- | --- | --- |
| Publication Status |  | Visibility/Accessibility | Data | Office | Project |
| UnControlledPrivate | Data is Uncontrolled | Can be Read, Updated, Deleted and Downloaded by creator only | Creator has uploaded data; it has not been verified by Checker or Approver. |  |  |
| UnControlledOffice | Data is Uncontrolled | Can be Read, Updated, Deleted and Downloaded by members of same Office |  |  |  |
| UncontrolledProject | Data is Uncontrolled | Can be Read, Updated, Deleted and Downloaded by members of same Project |  |  |  |
| ApprovedOffice | Data is Controlled | Cannot be Updated or Deleted | Data has been verified by a checker and authorised by an approver for consumption by office team. | All data has been verified and is approved. This would only happen when the office closes and all data is acrchived |  |
| ApprovedProject | Data is controlled | Cannot be Updated or Deleted | Data has been verified by a checker and authorised by an approver for consumption by the project team.and the office team |  | All data has been verified and is approved for consumption by project and office teams |

Example: Data1, Data2 and Data3 all belong to Project1 which belongs to Office1

Office1 has publication status ApprovedOffice

Project1 has publication status ApprovedProject

Data1 has a publication status UncontrolledOffice;

Data2 has publication status ApprovedOffice

Data3 has publication status ApprovedProject

Data1 can be viewed and edited and by other members of the same office

Data2 can viewed by other members of the same office and project

Data3 can viewed by other members of the same project

Office

Project

Data