## Office and Project User Operations

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| --- | --- |
| Create | User can create records |
| Read | User can read details of records |
| Update | User can update fields in existing records but not the publication status |
| Delete | User can delete un-published records |
| Approve | User can change publication status field |
| Admin | User can change own and other users operations in same office or project  Add users to offices and projects where they are admin |
| Download | User can download data |

User operations are assigned at office level and project level

Users can only have one set of operations per office and one set of operations per project

If no user operations are defined for a user at project level then the user’s office operations are used.

If user operations are defined at both office and project level, project level operations take precedence.

A minimum of 1 users must have Admin operation per project and per office.

User must create a login account, but cannot see anything unless account is assigned to offices or projects

Users can be assigned to multiple offices and projects

Users can be assigned to projects without being assigned to offices

Create at office level means user can create projects and project data

Create at project level means users can create project data only

Example : Office1 has projects Project1, Project2 and Project 3

User 1 belongs to Office1 with the operations “Read; Create”

User 1 doesn’t belong to Project1

User 1 belongs to Project 2 with the operations “Read”

User 1 belongs to Project 3 with the operations “Create; Read; Update; Delete”

Effective User operations

User 1 has “Read; Create” operations in Project 1, “Read” operations in Project2 and “Create; Read; Update; Delete” operations in Project 3

Project

Assignable user operations

Create;Read;Update;Delete; Approve;Admin

Office

Assignable user operations

Create;Read;Update;Delete; Approve;Admin