

User Permissions

You can assign several types of permissions to Teamwork users to coordinate the work of the whole team. You can specify the types of user permissions in the Edit Users dialog.

There are two categories of permissions:

- System access – administrative permissions to access and manage users and projects.
- Project access – permissions to work on specific projects.

Permissions	Users can
Edit Model	Modify a Teamwork project.
Read Model	Open the content of any Teamwork project. <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> If the List not assigned projects permission is not selected, you will be able to open the project using its URL.</div>
Read including used projects (Legacy)	Access the used project data from the main project.
Assign user to project	Assign any user to any Teamwork project.
Edit project properties	Edit Teamwork project names and tags.
Administrator project	Manage (create, rename, and remove) project branches as well as migrate projects to later versions.
List not assigned projects	See all (assigned and not assigned) teamwork projects. If not selected, only projects that are assigned to the user will be listed.
Create project/ category	Create a new Teamwork project or category.
Rename category	Edit a category name.
Create user	Create a new user.
Remove project/ category	Remove a project or category from Teamwork Server.
Edit user properties	Edit user names and passwords.
Remove user	Delete user accounts from Teamwork Server. This permission will unlock all model elements locked by a deleted user in all projects.
Access user list	Allows user to see other Teamwork Server users.

To view the users' permissions

1. From the **Collaborate** menu, select **Users**. The Edit Users dialog opens.
2. A list of users and their permissions is presented in the **Permissions** area.

To edit user permissions

1. From the **Collaborate** menu, select **Users**. The Edit Users dialog opens.
2. In the **Users** area, select a user that permissions you want to edit.
3. Select the check box to give or clear it to remove the selected permission in the **Permissions** area.

To assign a user to a project

1. From the **Collaborate** menu, select **Projects**. The Edit Projects dialog opens.
2. If you do not see the unassigned users list, click **More**. The list of available users is displayed in the **Available Users** area.
3. Select the user you want to assign to the selected project.
4. Click the << button to move the selected user to the **Assigned Users** list.
5. Click **OK** when you are done.



When a user is added to a project, default user rights are created, allowing the user to access the project according to the assigned rights.