Enable Affiliate Permissions for a User

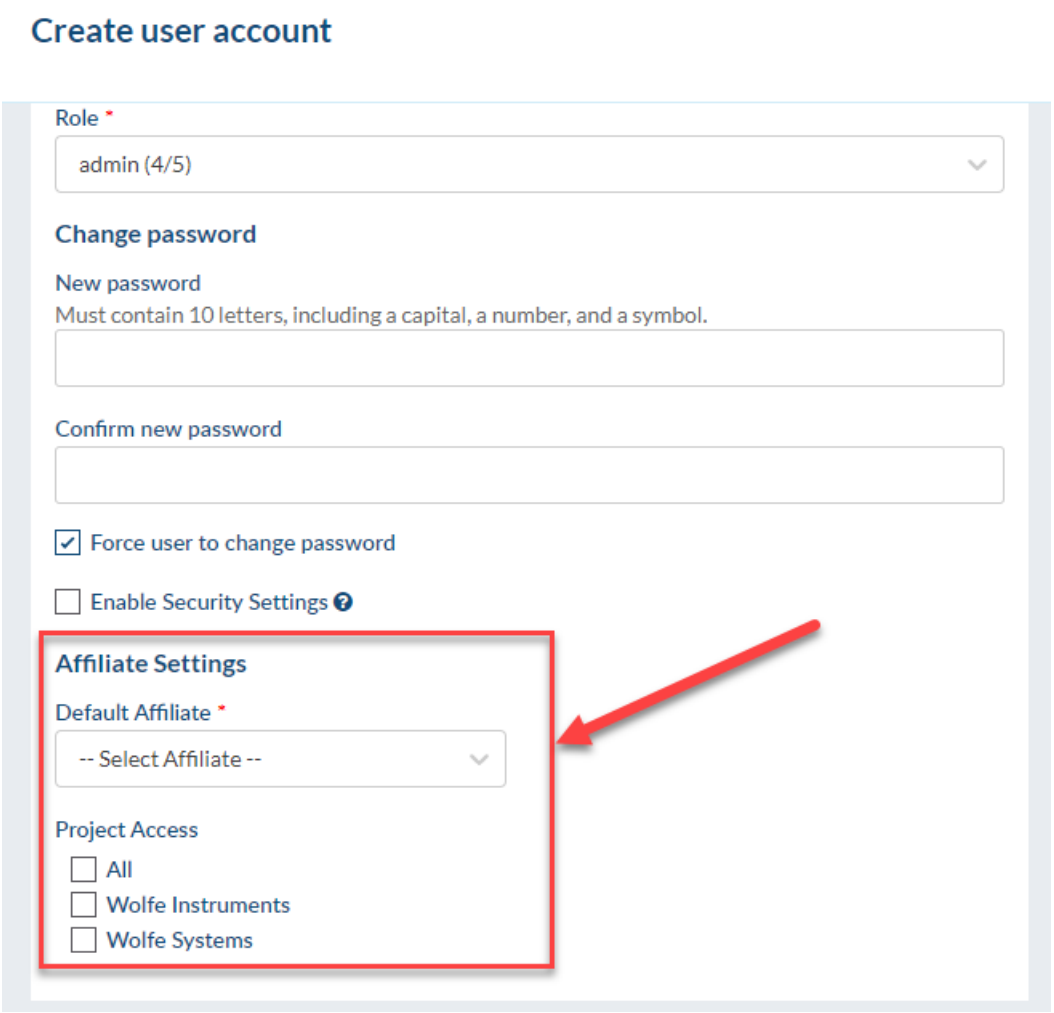
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For customers with affiliates enabled, user access to projects and libraries can be configured per affiliate.

Only admin users have permission to add or edit users.

New users

When adding a new user to the system, if affiliate companies are enabled, select the **Default Affiliate** for the user and enable additional **Project Access** if required.

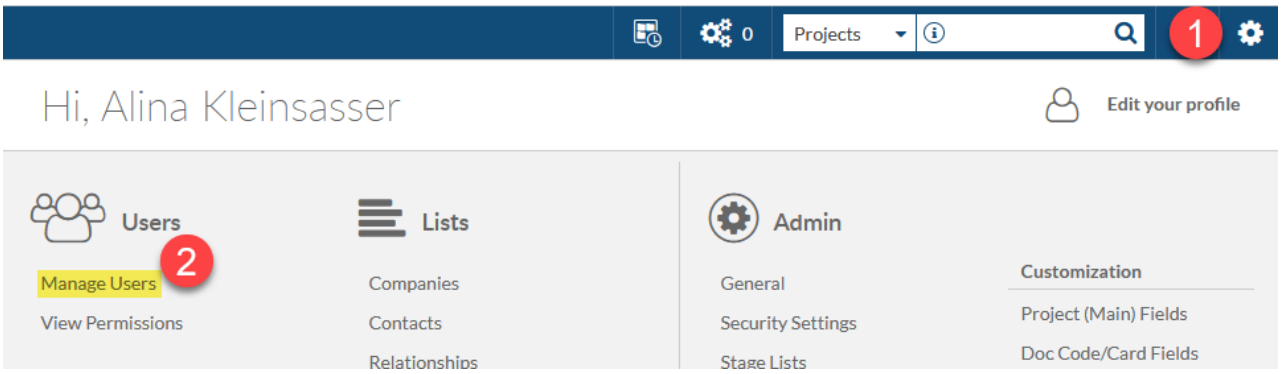


Complete the user's profile information and select **Save**.

If the user requires library access to affiliates for which they do not have project access, this can be configured by editing their profile (see below).

Existing users

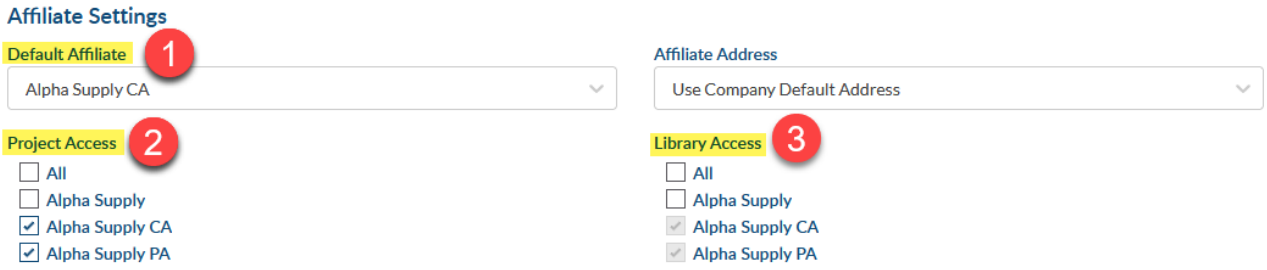
From the **Settings** gear, navigate to **Users** > **Manage Users**.



Under the appropriate user, select the **Edit** icon from the **Tools** column in the grid.



Scroll down to the **System Access** section of the user's profile and select the arrow on the right to expand it. Under the **Affiliate Settings** heading, (1) the user's default affiliate can be updated, (2) the user's access to projects can be enabled/disabled per affiliate, and (3) the user's library access can be enabled/disabled per affiliate.



Notes:

- Admin users are able to remove assigned affiliates from their own profile (without the ability to restore them - if required, another user with the appropriate access would need to do so).
- Admin users can change assigned affiliates for other users, but only for their own primary affiliate. (Exception: a user with the Security Permission is able to add/remove any/all affiliates for other users or their own user profile.)
- If a user is granted **Project Access** permission for an affiliate, they will automatically be provided **Library Access** for that affiliate as well if their role type allows this.
    - If project access permission for an affiliate is removed, the user will not have access to any project associated with that affiliate (*even if access to that project was previously provided to them individually from the user permissions page).
- When a user's role is upgraded (i.e. view -> review -> full -> admin), all existing affiliate permissions will be REMOVED. They must be re-applied by the user making the change. Also note, if the user making the change doesn't have the Security permission, and the user whom they are upgrading has access to multiple affiliates, this will result in a permission error.
- When a user's role is downgraded (from full to review/view), affiliates are not affected.