

# Enable Affiliate Permissions for a User

09/16/2024 1:32 pm MDT

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.

### Create user account

Role \*

admin (4/5)

**Change password**

New password  
Must contain 10 letters, including a capital, a number, and a symbol.

Confirm new password

Force user to change password

Enable Security Settings ⓘ

**Affiliate Settings**

Default Affiliate \*

-- Select Affiliate --

**Project Access**

All

Wolfe Instruments

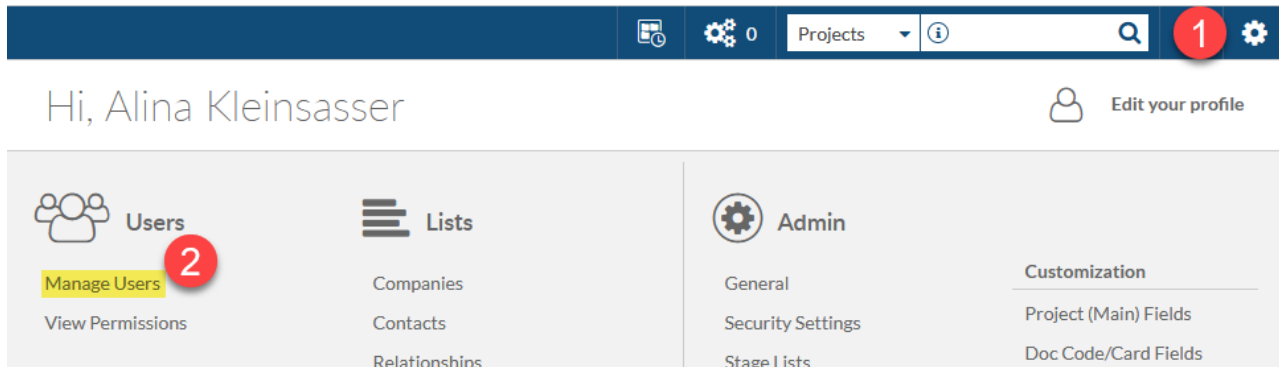
Wolfe Systems

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.

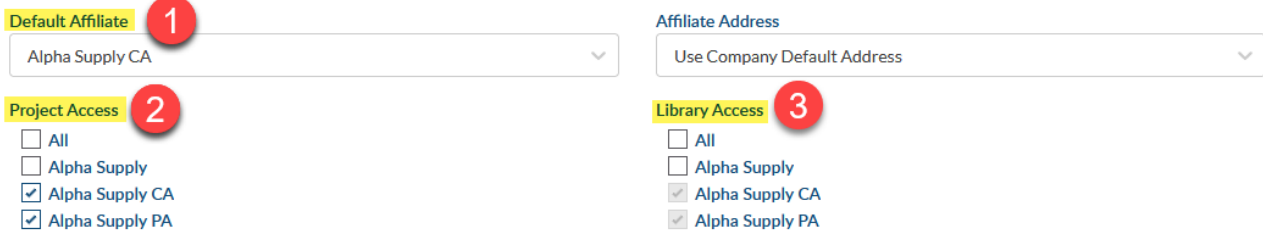
## User accounts

### Accounts List

Colour	Name	Role	Tools
	Alina Kleinsasser	admin	 

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.

### Affiliate Settings



## 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 those affiliates which are in the admin user's "Project Access" affiliates list. (Exception: a user with the Security Permission is able to add/remove 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.
- 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, they will only be able to re-add affiliates to which they themselves have access.
- When upgrading a user role to full, affiliate permissions will be removed, and must be added back. On downgrade (from full to review/view), affiliates are not affected.

