

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.

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

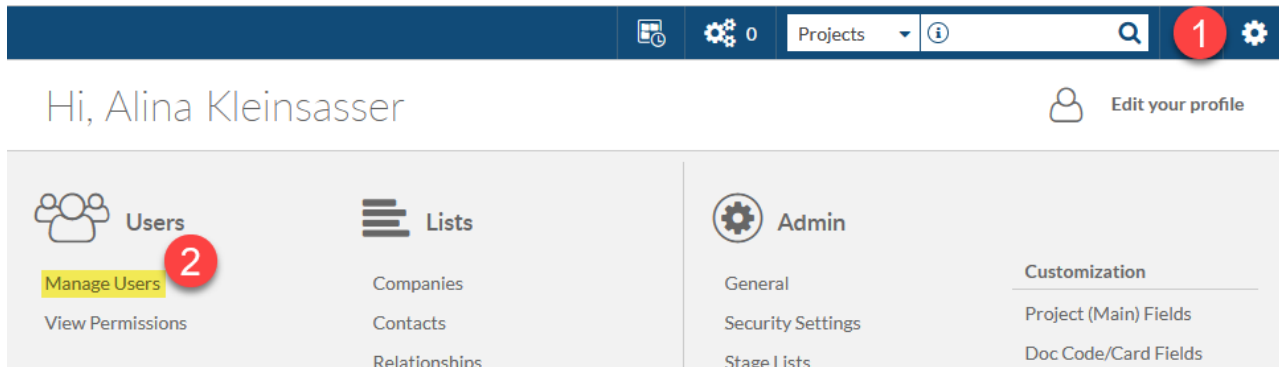
Wolfe Systems

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

Default Affiliate 1	Affiliate Address
<input type="text" value="Alpha Supply CA"/>	<input type="text" value="Use Company Default Address"/>
Project Access 2	Library Access 3
<input type="checkbox"/> All <input type="checkbox"/> Alpha Supply <input checked="" type="checkbox"/> Alpha Supply CA <input checked="" type="checkbox"/> Alpha Supply PA	<input type="checkbox"/> All <input type="checkbox"/> Alpha Supply <input checked="" type="checkbox"/> Alpha Supply CA <input checked="" type="checkbox"/> Alpha Supply PA

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.
- 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.