Users and Access Rights

Documentation · https://viaspaces.com/Documentation/users-and-access-rights/

In this help doc: how access to an account works — users, roles, and user groups, and how permissions are assigned.

User Management is where an account manages its internal team members and their access to the ViaSpaces platform. Access combines three things: **roles** define what a user may do, **user groups** apply roles and access to several users at once, and **workspaces** scope which documents a user sees. User Management is opened from **Settings**.

Users

The **Users** section manages the individual people in the account. Each user is invited by email and given roles, user groups, and workspaces that set what they can do and see.

Inviting a user

Invite a user with **Invite**. The invitation sets the user's access in steps:

1. Enter the **email address**, and select **user groups** and **roles**.
2. Optionally, select the **workspaces**, projects, and partners the user can access.
3. Review and send the invitation.

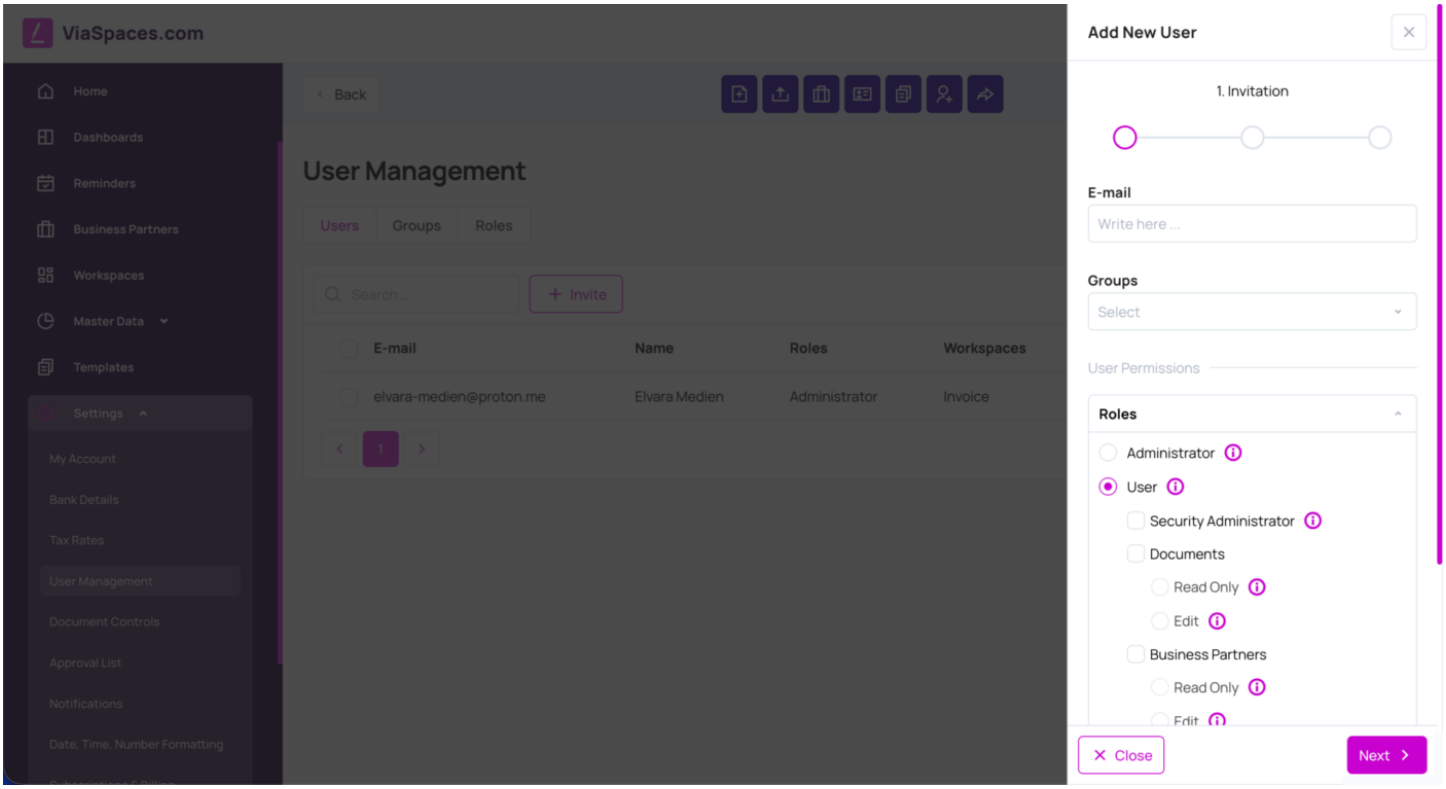
The invited user accepts or rejects access to the account. Until they accept, they appear with an invited status.

The user list

The Users tab lists everyone in the account with their **email**, **name**, **roles**, assigned **workspaces**, **groups**, and **status** (for example, Active or Inactive).

Managing users

Each user can be viewed, edited, or deleted. Editing a user changes their roles, user groups, and workspaces, which changes their permissions and access across the account.

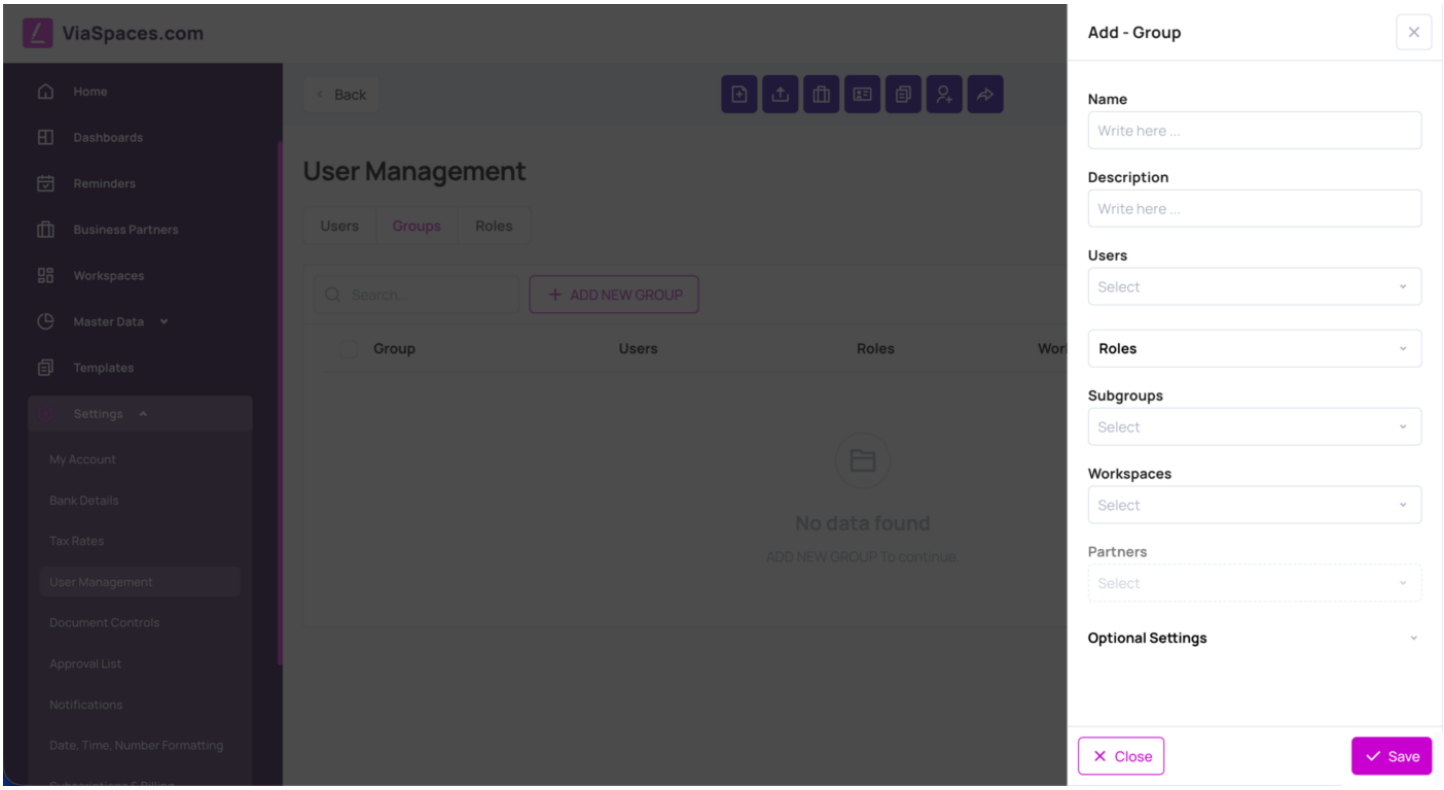


User Groups

User groups organize users into teams or departments, so permissions and access are managed for many people at once instead of one by one.

A group holds:

- **Users** — the members of the group, who take on the group's access.
- **Roles** — the permissions granted to the group.
- **Workspaces** — the workspaces the group can reach.
- **Subgroups** — other groups nested inside this group, for a layered structure.
- **Optional Settings** — custom permission filters that refine field-level access with a predicate.



Roles

Roles are a fixed list. They are assigned to users and groups, and the Roles tab is an informational listing — each role with its description and the users and groups that hold it. Most roles follow a **Contributor** and **Reader** pattern: a Contributor creates and edits within an area, a Reader only views it. A role can include other roles, inheriting their permissions.

Role	What it allows

Administrator	Everything. Access to every module and feature in the account, including account information.
Security.Administrator	Full access to Workspaces and User Management. At least one user must always hold this role.
Accounting.Manager	Full access to Accounting, plus read access to documents and master data.
Document.Contributor	Create and edit documents: Create New Document, Document Editor, Documents, Upload Document, Dashboard, and the Bin (excluding permanent delete). Includes read access to master data.
Document.Reader	View documents only. Home (excluding Invitations) and Dashboard (excluding New Document, Upload Document, and Export). Drafts appear in the list but not in the Document Editor.
MasterData.BusinessPartner.Contributor	Create and edit business partners, send registration links, and manage Home Invitations.
MasterData.BusinessPartner.Reader	View business partners only.
MasterData.Item.Contributor	Create and edit Items in Master Data.
MasterData.Item.Reader	View Items only.
MasterData.Project.Contributor	Create and edit Projects in Master Data.
MasterData.Project.Reader	View Projects only.
Template.Administrator	Full access to Templates.
User	The base role. My Reminders, Reminders, personal notification settings, and Leave Feedback. Every role includes it.

Note: Roles are informational here — they are viewed and assigned, not edited. The list of roles is fixed.

(screenshot: Roles tab listing each role with its users and groups)

Workspaces

A workspace is an access boundary inside the account: users and groups assigned to a workspace see the documents assigned to it. Workspaces let each team work with only its own documents, and they are shared with partners when a business card is accepted. Creating and managing workspaces is covered on the Workspaces page.

Reporting Access

Editing a user, group, or role changes access across the account. A user's roles, groups, and workspaces are shown on their record, so it is possible to see who has access to what.