

# Managing member permissions

There are four roles which project members can have within a Trap.NZ project: **Trapper**, **Advanced trapper**, **Manager**, and **Administrator** (note that some roles were renamed in November 2021). Roles are used to grant assorted permissions to project members.

By default, all new members are assigned as **Trapper** and can be given broader permissions by an **Administrator** of the project.

## Description of role permissions

- **Pre-authenticated member** This is a person who has created a trap.NZ account but has not verified their account.
- **Trappers** (previously **No role**):
  - Can add new lines and installations to a project.
  - Can view, edit, and add records to installations which they've added, or have been assigned to.
- **Advanced trappers** (previously **Read only**):
  - Can do everything above, and also...
  - Can view any installation in the project (web only; the app displays only owned and assigned installations)
- **Managers** (previously **Editor**):
  - Can do everything above, and also...
  - Can edit or delete any installation in the project
  - Can add, edit, and delete records from any installation in the project
  - Can run reports on the project
- **Administrators**:
  - Can do everything above, and also...
  - Can add and remove users from a project
  - Can change the role of any project member
  - Can assign members to installations
  - Can configure project-specific settings (like new bait types)
  - Can edit the general information about the project (geographic area the project covers, description, contact details, etc.)

- Can import installations and records.

## How to tell what role you have in a project

- Go to the [My projects](#) menu. You can see your role in each of your projects.

### My projects

You are a member of the following 4 projects. You can also view [reports across Multiple-projects](#).

Project name ^	Members	Your role	Area (ha)
Dans Demo Project	17		19.46
Demo Project	15	editor	234.29
Peka Peka Hill	4	readonly member	25
Test	6	administrator member	68.19

## How to change a member's role

*Changing a member's role can only be done by a project administrator.*

1. Go to the [My projects](#) menu and click on the name of the project you want to manage
2. Click the "Members" tab
3. Find the person whose role you want to change and click "Edit" to the far right of their name
4. Under "Roles", select the dropdown and choose the new role you would like to assign
5. Click the "Update membership" button

### Edit membership in group Test

Edit a group membership in *Test*

scottw

Status

Active

administrator member

✓ editor

readonly member

No role

- **administrator member**: Can see and edit all installations and manage members.
- **editor**: Can see and edit all installations.
- **readonly member**: Can see all installations, but only edit the ones assigned to them.
- **no role**: Can see and edit only installations assigned to them.

Add a message

✓ Update membership Remove

✕ Cancel