Managing member permissions

There are four roles which project members can have within a Trap.NZ project: <u>Trapper</u>, <u>Advanced trapper</u>, <u>Manager</u>, and <u>Administrator</u> (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 <u>Trapper</u> and can be given broader permissions by an **Administrator** of the project.

Description of role permissions

- <u>Pre-authenticated member</u> 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.
 - Can add one off catches, observations and records
- Advanced trappers (previously Read only):
 - o 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...
 - o Can edit or delete any installation in the project
 - o Can add, edit, and delete records from any installation in the project
 - o Can run reports on the project

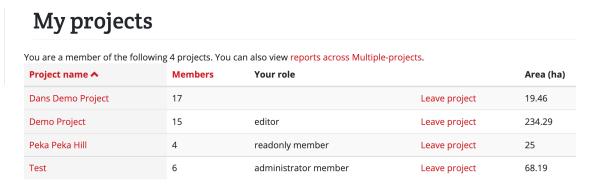
• Administrators:

- Can do everything above, and also...
- Can add and remove users from a project
- o Can change the role of any project member
- o 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.)
- o 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.

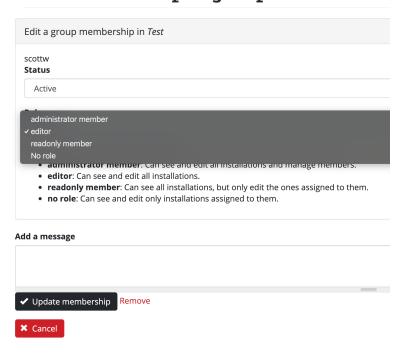


How to change a member's role

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



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