

Manage your Team

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What it is

Under your Team settings you can

- invite other team members to help you create, edit, and manage your Userlane content
- update existing ones
- check out your current team
- enable 2-factor authentication
- set up and enable single sign-on for Managers

Why use it

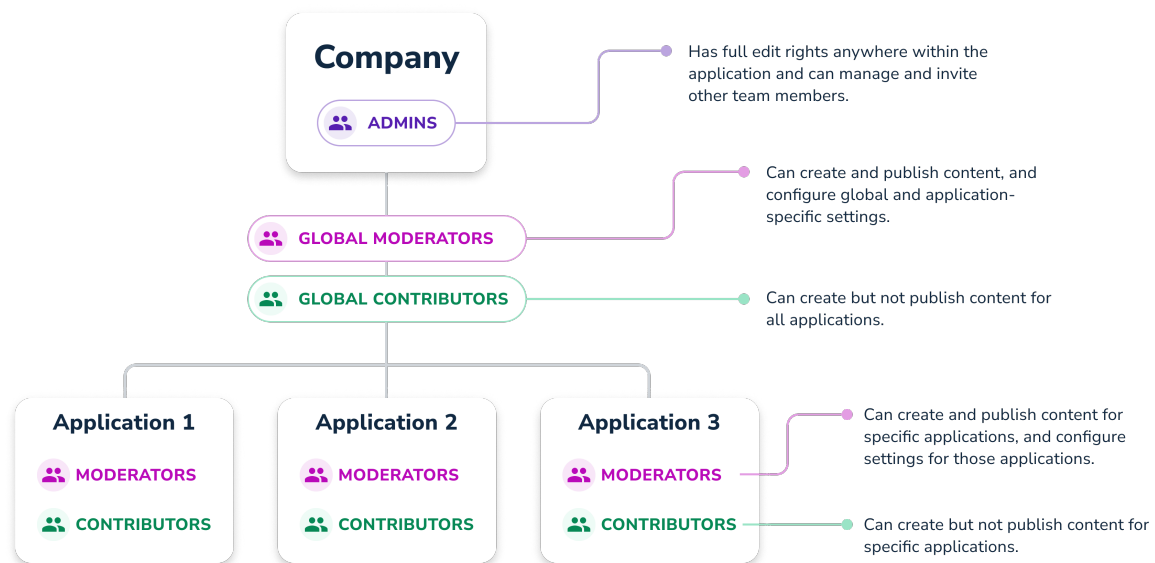
By utilizing the team settings and user roles described in this article, you can streamline collaboration and enhance productivity within your Userlane environment. With the ability to customize permissions and roles, you can maintain control over access levels, optimize workflows, and effectively manage your Userlane content.

i Important

- Only Admins can invite team members.
- The Team Members are not visible to your end-users.
- If a limit for your team is reached, reach out to your Customer Value Manager.

Overview of User Roles

Thanks to the three different user roles you will have control over what they will be able to do:



Admin: Has full edit rights anywhere and can manage and invite other team members.

Moderator: The following table shows in detail how the rights of the moderator differ at the company and application level.

Permissions	Moderator with access to all applications	Moderator with restricted access to individual applications
Global setting		
Activate integrations (Attention: only admins can set up integrations in Userlane, but then they can be activated individually per application, see application settings)	no	no
View team members	yes	yes
Add or edit team members	no	no
Edit company user profiles for browser extension, e.g. delete	no	no

Apply company user profiles for browser extension in application, e.g. segments	yes	yes
View file transfers	yes	yes
Application settings		
Configure Corporate Identity and User Interface	yes	yes for relevant applications
Customize offered content	yes	yes for relevant applications
Activate integrations	yes	yes for relevant applications
Languages & Translations	yes	yes for relevant applications
Manage content		
Create content	yes	yes for relevant applications
Publish content	yes	yes for relevant applications
Take screenshots in Editor	yes	yes for relevant applications
Auto translate	yes	yes for relevant applications
Analytics		
View Userlane analytics	yes	yes for relevant applications
Viewing application-related HEART analytics	yes	yes for relevant applications
Troubleshooting notifications	yes	yes for relevant applications

Personal profile		
Profile & Security Settings	yes	yes

Contributor: The following table shows in detail how the rights of the contributor differ at the company and application level.

Please note the view of a Contributor is limited. They do not see the Segments and Customize.

Permissions	Contributor with access to all applications	Contributor with restricted access to individual applications
Global settings		
View team members	yes	yes
Manage content		
Create content	yes	yes for relevant applications
Publish content	no	no
Take screenshots in Editor	no	no
Auto translate	yes	yes for relevant applications
Analytics		
View Userlane analytics	yes	yes for relevant applications

Viewing application-related HEART analytics	no	no
Troubleshooting notifications	no	no
Personal profile		
Profile & Security Settings	yes	yes
