Admin Permissions

Studio Admin

Studio Executives or POC's

Studio Admins have the most permissions that work globally throughout the organization. These permissions are given during the invite process. Studio Admins can: add / remove users, make other users Project Admins, assign file / folder permissions to Users, and manage the overall folder / project structure within the product.

Project Admin

Administrator or POC

Project Admins have asset permissions that are scoped to a specific file, directory and / or project. They can assign files or folders to Users for a specific project.

User

Crew

Simple users that are *not* Admins but can upload, receive and share content.
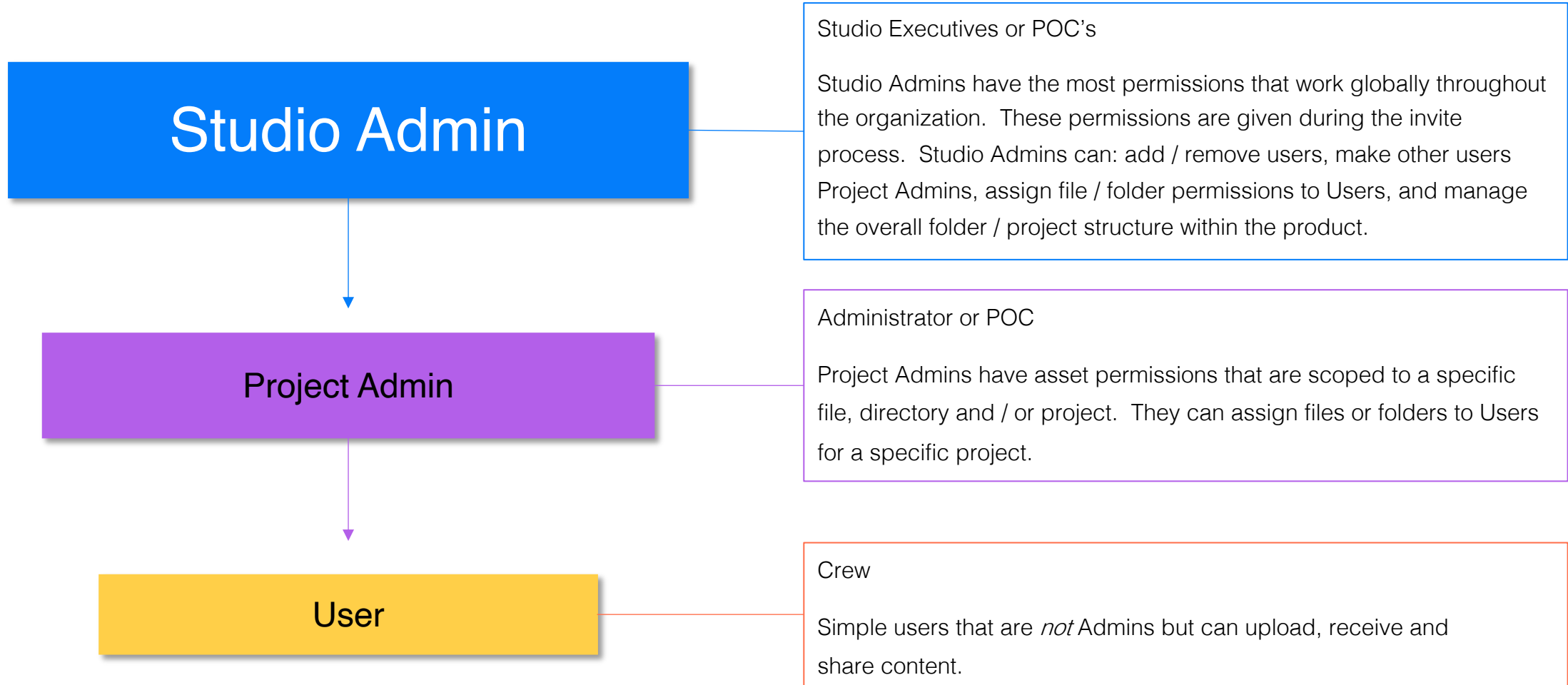
Permissions to the highest folder within a project *CASCADE DOWN* to all its nested/inner contents like directories and files.

Permissions

Organization Permissions Can:

Access All Content – can see all projects, folders and files within the organization	Manage Private Distribution Lists – create distribution lists for sharing that **no one** else in the organization can see
Add/Remove Users – can add or remove internal and external users to the organization	Manage Public Distribution Lists - create distribution lists for sharing that **anyone** in the organization can see
Manage Categories – create and edit tags when a file is uploaded	Manage Projects for Distribution Lists – create project-specific distribution lists that others in the specified project can use when sending shares
Manage Projects – create and edit projects and high-level folders	Manage Organization Permissions – assign and edit organizational permissions for other users
Create/Edit Top Level Folders Under the Organization Level	Manage Shares - access the Shares Management page to modify the expiration of shares, track which users have accessed shares, and remove access to previously sent shares
Create Script Sides	Manage Share Messages - send share messages and access the Browse Messages tab on the Share Management page
Create Script Sides without Watermark	Manage Download Now Shares - send shares to recipients who can then download the shared files directly from the email they received

Studio Executives or POC's - Organization permissions work globally throughout the organization. These permissions are given to a user during the Implementation process with Cast & Crew.

Studio+ Admin Permissions

First name
Ali

Last name
Admin

Email address
citizenalavi@gmail.com

Title

Department

User type
Internal

Contact number (e.g., +19998887777)
+1XXXXXXXXXX

User Role
Custom

Organization permissions

☑ *Unselect all*
☑ Can access all content
☑ Can manage organization permissions
☑ Can add/remove users
☑ Can manage user reports
☑ Can create/edit top-level Folders under Org level
☑ Can manage projects
☑ Can manage categories

☑ Can manage shares
☑ Can manage download now shares
☑ Can manage share messages
☑ Can manage private distribution lists
☑ Can manage project for distribution lists
☑ Can manage public distribution lists
☑ Can create scriptsides
☑ Can create scriptsides without watermark

Cancel   Update

Above is a general example. Permissions can be customized per Admin role.

Permissions

Asset Permissions Can:

View – assigned projects, folders and files	Share Document for Viewing - share files with internal and external users
File and Folder Management – create and edit assigned folder and file names	Share Document for Download with Watermark - share files with internal and external users that can be viewed in Studio+ or downloaded with a watermark
Upload – files to assigned projects and folders	Share Original Document - share copies of files in their original format with internal and external users
Delete – assigned projects, folders and files	Share Document without Password
Download with Watermark – assigned files with a watermark	Permission Management - manage user permissions at the project, folder, and file level
Download without Watermark – assigned files without a watermark	Custom Watermarking - share files with a custom watermark
Download Original - copies of files in their original format without a watermark	

Crew - Asset Permissions are permissions scoped to a specific asset, like a file, a directory, or a specific project.

Project Admin Permissions

AA ali alavi
    citzenalavi@gmail.com

☑ View
☑ File and Folder Management
☐ Delete
☑ Download/Print (w/Watermark)
☑ Download/Print Original
☑ Share Document for Viewing
☑ Share Document for Download (w/Watermark)
☑ Share Original Document
☐ Share Document without Password
☑ Permission Management

User Permissions

AA ali alavi
    citzenalavi@gmail.com

☑ View
☐ File and Folder Management
☐ Delete
☑ Download/Print (w/Watermark)
☑ Download/Print Original
☑ Share Document for Viewing
☑ Share Document for Download (w/Watermark)
☑ Share Original Document
☐ Share Document without Password
☐ Permission Management

Above are general examples. Permissions can be customized per User role.