



STAFF PERMISSIONS

YOUR GUIDE TO USING eDESIGN

There are three roles in eDesign – Staff, Editor and Adviser. Each has a set of responsibilities and permissions.

ADMINISTRATIVE FUNCTIONS	STAFF	EDITOR	ADVISER
Add, Edit and Delete Staff			✓
Assign Staff to Pages		✓	✓
View Plant Deadlines, Copy/Page Count, Ship Date		✓	✓
Create eDesign Deadlines and Assign to Pages		✓	✓
Activate Fonts.		✓	✓
Create Colors and Give Them Custom Names		✓	✓
Create Character Styles		✓	✓
Set Page Preferences		✓	✓
Create Topics, Assign Topics/Sections to Pages		✓	✓
Add to Custom Dictionary and Edit Entries		✓	✓
Add to Custom Dictionary (on a page)	✓	✓	✓
Save Forward Staff, Colors, Styles, and Topics		✓	✓
Make a Page Secret			✓
Edit the Master Folio		✓	✓
Enable/Disable Folio and Toggle Color on Page	✓	✓	✓
Move Spreads		✓	✓
Import and Edit the Master List		✓	✓
Update Master List from eBusiness			✓
Edit and Flow Index		✓	✓
REPORTS	STAFF	EDITOR	ADVISER
Set Coverage Report Preferences		✓	✓
Run a Coverage Report	✓	✓	✓
Run a Student Activity Reports			✓
SEND AND SELL	STAFF	EDITOR	ADVISER
Create and Edit a Send and Sell Campaign		✓	✓
Delete and Send a Send and Sell Campaign			✓
MESSAGE BOARD AND STICKY NOTES	STAFF	EDITOR	ADVISER
Post Messages to Message Center	✓	✓	✓
Delete Messages They Wrote	✓	✓	✓
Delete Any Message in the Message Center			✓
Create a Sticky Note and Comment on It*	✓	✓	✓
Edit/Delete a Note or Comment They Posted*	✓	✓	✓
Delete Any Note or Comment on a Sticky Note			✓

PAGES AND PAGE STATUS	STAFF	EDITOR	ADVISER
Generate a Standard PDF	✓	✓	✓
Generate a High-Res PDF		✓	✓
Save a Page or a Spread as a Template	✓	✓	✓
Edit Any Page (prior to Pre-Submit/Submitted)			✓
Move Pages to Proof Status	✓	✓	✓
Edit Pages in Proof*		✓	✓
Return Pages from Proof to Edit Status		✓	✓
Move Pages to Preflight Status		✓	✓
Return Pages from Preflight to Proof Status			✓
Move Pages to Pre-Submit Status			✓
Return Pages from Pre-Submit to Preflight			✓
Submit to the Plant			✓
Access Practice Pages	✓	✓	✓
CANDIDS AND ART	STAFF	EDITOR	ADVISER
Import and Download Candids and Art	✓	✓	✓
Edit Candids and Art in Canva	✓	✓	✓
Delete Candids and Art You Import	✓	✓	✓
Delete Any Unused Candids and Art		✓	✓
Create Art in Canva	✓	✓	✓
Tag with Topics, Names and Keywords	✓	✓	✓
PORTRAITS AND ADS	STAFF	EDITOR	ADVISER
Import Portraits and Edit Portrait Data		✓	✓
Download Portraits, Delete Unused Portraits			✓
Flow and Reflow Portraits		✓	✓
Download Ads		✓	✓
TEMPLATES AND MODS	STAFF	EDITOR	ADVISER
Access Catalog		✓	✓
Save a Page or a Spread as a Template	✓	✓	✓
Save an Element or Elements as a Mod	✓	✓	✓
Delete Templates and Mods You Create	✓	✓	✓
Delete Any Templates and Mods		✓	✓
Save Forward a Template for Next Year			✓

*Staff and Editors must have editing rights to pages to perform page tasks.

*Catalog access for Staff user can be enabled in Settings