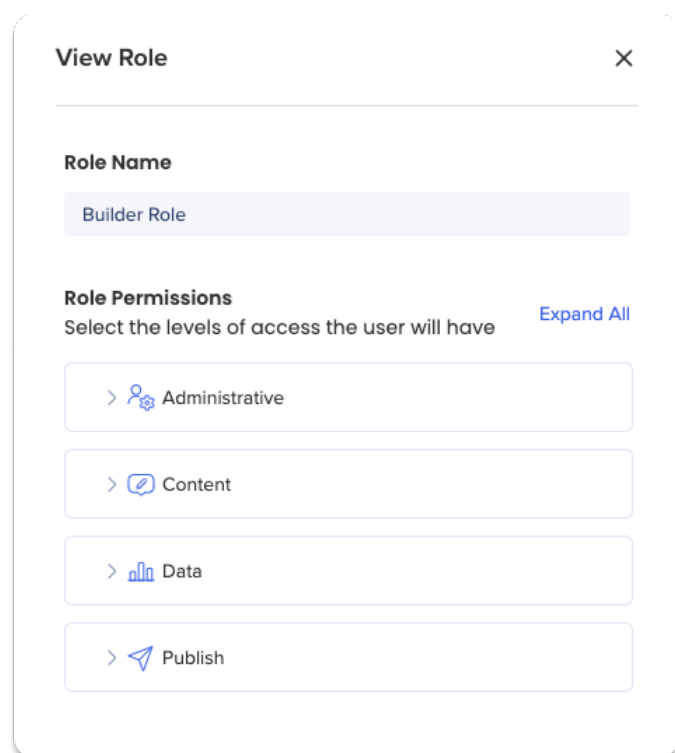


User Permissions in Workstation Console

Brief Overview

Edit access to [Workstation Console](#) pages based on user permissions. By limiting data access to necessary content and capabilities, we minimize the chance of user-generated errors.

In this article, we'll clear go over the required permissions for Console pages as well as the steps to efficiently grant these permissions.







View Role ×

Role Name

Builder Role

Role Permissions [Expand All](#)

Select the levels of access the user will have

- >  Administrative
- >  Content
- >  Data
- >  Publish

Do you have access to User Permissions?

Editing User Permissions is only for those with access to the Admin Center

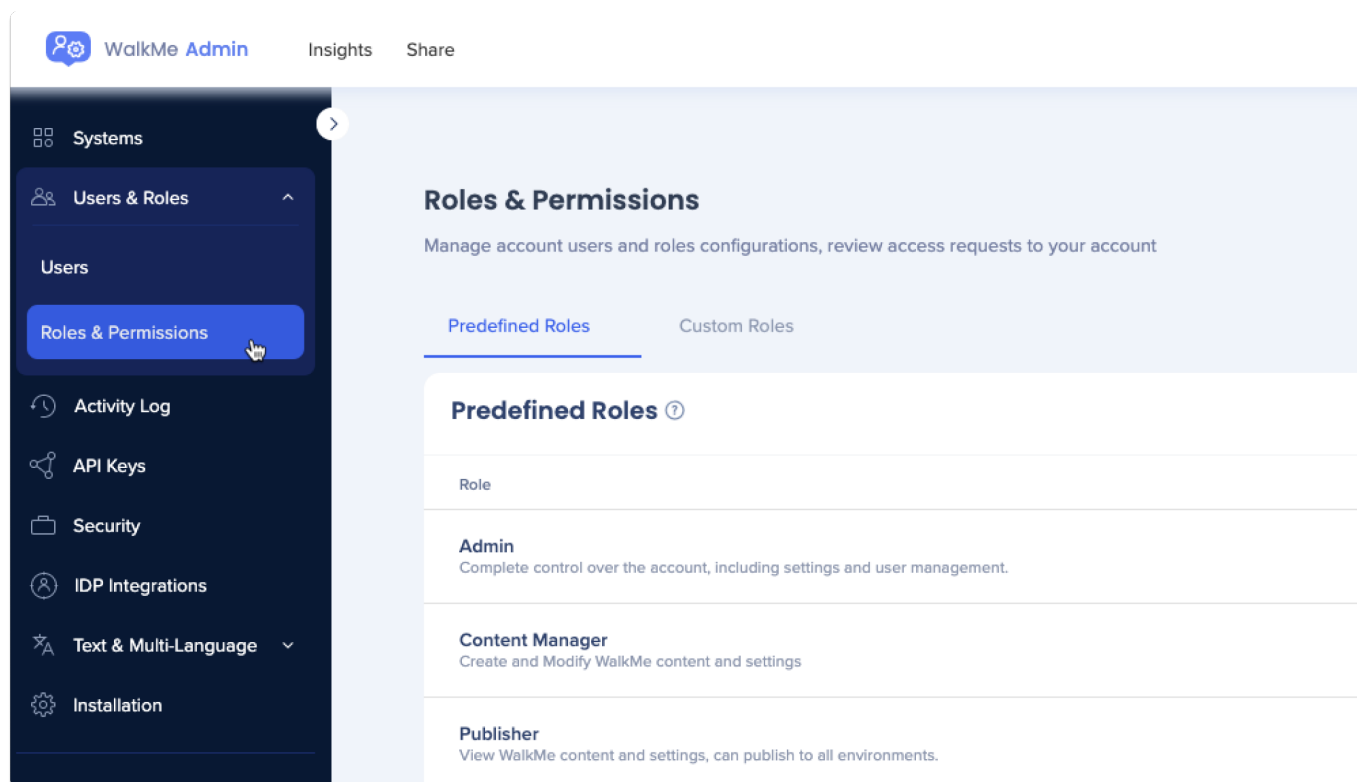
Get to Know and Use

Admin Center

Limiting Workstation Console pages based on [user permissions](#) is done in the [Admin Center](#).

Navigate to the Admin Center's Custom Roles tab to begin:

1. Go to the Admin Center:
 - [US Admin Center](#)
 - [EU Admin Center](#)
2. Select the **Users & Roles** tab
3. Select **Roles & Permissions** tab
4. Select **Predefined Roles** or **Custom Roles** based on which role you would like to edit permissions



Need to Create a Custom Role?

[Learn more about creating a custom role here.](#)

Edit User Permissions

[Workstation Dashboard](#)

Permission: The role permission is **Data**


- Insights Access: **Allowed**

Role Permissions


Select the levels of access the user will have

[Expand All](#)


>


 Administrative


>

 Content


>

 Data

Insights Access 

Allowed 

>

 Publish

Press here to get step-by-step instructions

1. Click the desired role to edit
2. Click **Data**
3. Select the **Allowed** permission from the Insights Access dropdown
4. Click **Save**

[Workstation Integrations](#), [Workstation Deploy](#), [Workstation Branding](#), [Workstation Settings](#)

These four pages all require the same user permission.


Permission: The role permission is **Administrative**

- Manager Users: **Edit**

Role Permissions

Select the levels of access the user will have

[Expand All](#)



Administrative


Manage Users ⓘ


Edit

Manage Systems ⓘ

None

>  Content

>  Data

>  Publish

Press here to get step-by-step instructions

1. Click the desired role to edit
2. Click **Administrative**
3. Select the **Edit** permission from the Manage Users dropdown
4. Click **Save**

[Workstation Content](#)

The Content Manager aligns with the Menu Organizer permissions. These permissions are separated into separate functionalities.

Permissions:

Create and edit content (videos, articles, shuttles and onboarding tasks): The role permission is **Content**

- Manage Content: **Edit**

Changes to the menu structure (creating tabs, adding categories, adding items): The role permission is **Content**

- Manage Settings: **Edit**

Publishing the menu structure: The role permission is **Publish**

- Publish Content: **All Environments**
- Publish Settings: **All Environments**

Publishing the items: The role permission is **Publish**

- Publish Content: **All Environments**

Role Permissions

Select the levels of access the user will have

[Expand All](#)

>  Administrative

^  Content

Manage Content ⓘ

Edit ▾

Customize Templates & CSS ⓘ

None ▾

Manage Settings ⓘ

Edit ▾

>  Data

^  Publish

Publish Content ⓘ

All Environments ▾

Publish Settings ⓘ

All Environments ▾

Publish WM Version ⓘ

None ▾