

What is an author?

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An author is someone who can log in to the back-end of your KnowledgeOwl account to create and edit content, customize settings, or view reporting. Authors are different from the people who can view your content, who we call readers.

All authors are assigned to specific knowledge bases with a particular role for that knowledge base. That role determines what actions the author can complete in that knowledge base. So an individual author account can have editor permissions on one knowledge base, writer permissions on another, and no access to a third knowledge base. You can create custom roles for your authors, too.

In addition to their knowledge base + role assignments, authors can have two additional administrative permissions:

- Full Account Admin: has the ability to edit other authors' accounts and other high-level administrative settings; can assign and remove authors from knowledge bases (including themselves). This shows the Authors, API, Readers, and Webhooks menu options within the profile icon/name menu in the upper right.
- Admin access to readers: with this access, authors see the Readers option when they open their profile icon/name menu in the upper right, can view all reader accounts across all your knowledge bases, and can create, delete, and edit existing readers. They will not see Authors, API, or Webhooks menu options.