



Default author roles

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KnowledgeOwl comes with two default author roles:

- **Editor:** can perform all actions in a knowledge base, including customizing any setting
- **Writer:** can perform any action related to creating and editing content; does not have access to customize settings

Here's a full breakdown of each role's permissions:

Permission	Editor	Writer
Create any type of new article: <ul style="list-style-type: none">• From scratch• From a template• From any existing article• Content linked to an existing article	X	X
Edit articles that are in draft mode	X	X
Edit articles that are published	X	X
Create new versions of articles	X	X
Publish articles / versions that are in draft mode	X	X
Move / re-order articles	X	X
Archive articles	X	X
Delete articles	X	X
Edit articles in bulk	X	X
Create new categories	X	X
Edit categories	X	X
Move / re-order categories	X	X
Delete categories	X	X
Create new internal notes	X	X
Edit internal notes	X	X
Remove internal notes	X	X
Edit home page content	X	X
Create new comments	X	X
Approve submitted comments	X	X
Delete submitted comments	X	X
Add glossary terms	X	X
Edit glossary terms	X	X
Delete glossary terms	X	X
Add snippets	X	X

Permission	Editor	Writer
Edit snippets	X	X
Delete snippets	X	X
Edit files	X	X
Delete files	X	X
Create file labels	X	X
Edit file labels	X	X
Delete file labels	X	X
Add existing tags to articles	X	X
Edit existing tags	X	X
Add new tags	X	X
Remove tags from articles	X	X
Delete tags	X	X
Create and manage exports - PDFs / HTML Zip	X	
Import content	X	
Update article ratings settings	X	
Update article favorites settings	X	
Update basic settings	X	
Update comment settings	X	
Update contact form settings	X	
Update PDF settings	X	
Update search settings, synonyms, and reindex search	X	
Update security settings	X	
Update style / theming	X	
Update subscription settings	X	
Update required reading settings	X	X
Update widget settings	X	
View Reporting > Dashboard	X	X
View Reporting > Contact Form	X	X
View Reporting > Widget	X	X
View Reporting > Comments	X	X
Reset individual article ratings	X	
Reset all article ratings	X	
Reset individual article view counts	X	
Reset all article view counts	X	
View required reading reports	X	X
Run Broken Links Report	X	X
Run Advanced Search	X	X
Update Customize Text	X	X

To further restrict what actions an author can perform, [create a custom role](#).