



Available custom role permissions

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By default, a custom role has no permissions and you choose what each role should be able to do. Here are the categories of permissions available:

- **Article permissions**
 - Create any type of new article, or specify any of the four article types (create from scratch, copy existing article, create from template, or link/sync content to an existing article).
 - Edit draft articles
 - Edit published articles
 - Create new **versions** of articles
 - Edit versions of articles
 - Delete versions of articles
 - **Activate** versions of articles
 - Publish draft articles
 - Move or reorder articles
 - Archive articles
 - Delete articles
 - Edit articles in bulk (use the **Bulk Edit** link in **Manage**)
- **Category permissions**
 - Create new categories
 - Edit categories
 - Move or reorder categories
 - Delete categories
- **Internal note permissions**
 - Create new internal notes
 - Edit internal notes
 - Remove internal notes
- **Homepage permissions**
 - Edit homepage content
- **Comments permissions**
 - Create new comments
 - Approve submitted comments
 - Delete submitted comments
- **Glossary permissions**
 - Add glossary terms
 - Edit glossary terms
 - Delete glossary terms
- **Snippet permissions**
 - Add snippets

- Edit snippets
- Delete snippets
- **File library permissions**
 - Edit files
 - Delete files
 - Create file labels
 - Edit file labels
 - Delete file labels
- **Tag permissions**
 - Add existing tags to articles
 - Edit tags in the tag library
 - Add new tags
 - Remove tags from articles
 - Delete tags from the tag library
 - [Authors with the permission to edit tags and delete tags have the ability to merge tags]
- **Admin permissions**
 - Create and manage [PDF](#) and [HTML](#) exports
 - [Import](#) content
 - Update article [ratings](#) settings
 - Update article [favorites](#) settings
 - Update [basic](#) settings
 - Update [comment](#) settings
 - Update [contact form](#) settings
 - Update [PDF](#) settings
 - Update [search](#) settings, [synonyms](#), and [reindex search](#)
 - Update security settings
 - Update [style / theming](#)
 - Update [subscription](#) settings
 - Update [required reading](#) settings
 - Update [widget](#) settings
- **Reporting permissions**
 - View [Dashboard](#)
 - View [Contact Form](#)
 - View [Widget](#)
 - View [Comments](#)
 - [Reset individual article ratings](#)
 - [Reset all article ratings](#)
 - [Reset individual article view counts](#)
 - [Reset all article view counts](#)
 - View [required reading reports](#)
- **Tools permissions**
 - Run [Broken Links Report](#)
 - Run [Advanced Search](#)
 - Update [Customize Text](#)

If you'd like to document/audit custom roles, you can use this Excel file: [KnowledgeOwl Author Roles - Excel](#)

