

Managing member permissions

There are four roles which project members can have within a Rappt.IO project: **Trapper**, **Advanced trapper**, **Manager**, and **Administrator** (note that some roles were renamed in November 2021). Roles are used to grant assorted permissions to project members.

By default, all new members are assigned as **Trapper** and can be given broader permissions by an **Administrator** of the project.

Description of role permissions

- **Pre-authenticated member** This is a person who has created a Rappt.IO account but has not verified their account.
- **Trappers** (previously **No role**):
 - Can add new lines and installations to a project.
 - Can view, edit, and add records to installations which they've added, or have been assigned to.
- **Advanced trappers** (previously **Read only**):
 - Can do everything above, and also...
 - Can view any installation in the project (web only, the app displays only owned and assigned installations)
- **Managers** (previously **Editor**):
 - Can do everything above, and also...
 - Can edit or delete any installation in the project
 - Can add, edit, delete records from any installation in the project
 - Can run reports on the project
- **Administrators**:
 - Can do everything above, and also...
 - Can add and remove users from a project
 - Can change the role of any project member
 - Can assign members to installations
 - Can configure project specific settings (like new bait types)
 - Can edit the general information about the project (geographic area the project covers, description, contact details etc.)

How to tell what role you have in a project

- Go to the [My projects](#) menu. You can see your role in each of your projects.

My projects

You are a member of the following 4 projects. You can also view [reports across Multiple-projects](#).

Project name ^	Members	Your role	Area (ha)
Dans Demo Project	17		19.46
Demo Project	15	editor	234.29
Peka Peka Hill	4	readonly member	25
Test	6	administrator member	68.19

How to change a member's role

Changing a member's role can only be done by a project administrator.

- Go to the [My projects](#) menu and click on the name of the project you want to manage
- Click the "Members" tab
- Find the person whose role you want to change and click "Edit" to the far right of their name
- Under "Roles", select the dropdown and choose the new role you would like to assign
- Click the "Update membership" button

Edit membership in group Test

Edit a group membership in *Test*

scottw

Status

Active

administrator member

✓ editor

readonly member

No role

- administrator member:** Can see and edit all installations and manage members.
- editor:** Can see and edit all installations.
- readonly member:** Can see all installations, but only edit the ones assigned to them.
- no role:** Can see and edit only installations assigned to them.

Add a message

✓ Update membership

Remove

✕ Cancel

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