

Managing User Permissions

The 'Invite Users' permission gives users the ability to manage user permissions. To update user permissions, please follow these steps:

1. Click on your initials icon in the top right corner.
2. Select 'Team Admin' from the drop down menu.
3. Click on 'Team Members' under the Users tab.

Below, you will find descriptions of each user permission:

1. **HelioSight**

Granting this permission will allow a user to use our *HelioSight* tool. Please note that each *HelioSight* license allows for a certain number of seats. Org Admin users and users with both 'Invite' permissions and *HelioSight* access will be able to grant a user this permission only if the account has additional available seats.

2. **View**

Granting this permission will allow a user to view a monitor within a Team.

3. **Create and Edit**

Granting this permission will allow a user to create and edit monitors and other analyses using *ForiSight*. Without this permission, a user will only be able to view monitors and analyses that have been created by others. You want to give this permission to a user who needs to be creating analyses and training monitors.

4. **Data Management**

Granting this permission will allow a user to enter in credentials to a social property, an Instagram hashtag or Twitter handle. Entering these credentials and specifying handles will pull private or targeted content into Crimson Hexagon's library so that your Team can analyze it. You want to give this permission to a user who will be responsible for adding and updating their social property credentials and needs to add other social properties to be available for analysis.

5. **Sharing**

Granting this permission will allow a user to share monitors that they did not personally create with Non-Team members and hide a monitor from Team members who did not create it. You want to give this permission to a user who should be responsible for disseminating the results of analyses with stakeholders who are either members of other Teams or who are not Crimson Hexagon users at all. This



permission should also be given to a user who needs to manage which monitors are available for an entire Team to see.

To learn more about the sharing process and managing the sharing permissions for a monitor, please read [Sharing Monitors](#).

6. **Invite Users**

Granting this permission will allow a user to invite anyone to become a member of any Team they are part of. You want to give this permission to a user who you would like to be able to manage users (and their permissions) on your Teams.

7. **Organization Admin**

Granting this permission to another user gives them all of the Team permissions above for every Team within their organization. This permission should only be assigned to those who need to manage users, monitors and data for multiple Teams. It should be done with caution as too many Organization Admins could potentially be difficult to coordinate for your company. Also, keep in mind that Organization Admins can create other Organization Admins, so please explain this Super Permission to anyone you grant it to.

Update User Permissions for Jason Johnson

HelioSight

- User Access**
Ability to search on HelioSight.

Monitors

- View**
Ability to view monitors.
- + **Create and Edit**
Ability to create, edit, reset and copy.
- + **Data Management**
Ability to enter social media credentials to pull data from outside of Crimson's content library.
- + **Sharing**
Ability to edit sharing on any Monitor that user has permission to view.

Team

- Invite Users**
Ability to invite, edit or remove members of a team.

Organization Permission

- Organization Admin**
Ability to access all permissions on every team of an organization.

Note: If none of the above permissions are assigned to a user, they will only be able to view monitors and other analyses within *ForSight*.

If you have the 'invite users' permission access, you can only grant permissions that your username personally has. (*i.e. if you have 'invite users' and 'sharing', then you can only invite other users to have the permissions of 'invite users' and 'sharing'*).

Additionally, if you have the 'invite users' permission, then you will be able to see the Team Members page in the Team Admin area.