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# The different types of access in Legisway

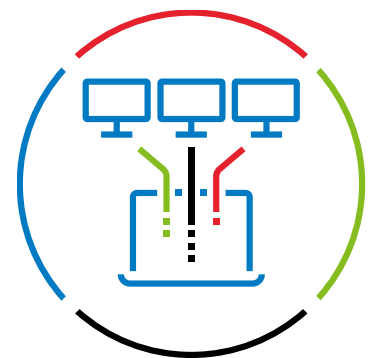


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## Four licenses types

During the preparation of your Legisway deployment, you choose the licenses you need from four types: **Editor**, **Contributor**, **Reader** or **Requestor**. Each license type is linked to one or more user profiles, ensuring the right level of access and functionality for every team member. The user profiles define what each person can do in Legisway. From most to least access, the profiles are **Administrator**, **Editor**, **Editor Lite**, **Contributor**, **Reader**, and **Requestor**.

*All profiles can be granted access rights by domain (Country, Division, Legal Entity or Department).*



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# The Editor license

The Editor license can grant access to all profiles: Administrator, Editor, Editor lite, Contributor, Reader and Requestor

The **Administrator profile** is intended for “business” or “IT” administrators of the software. It provides access to the management of users and their use of Legisway (audit trail, statistics, alerts). Depending on the chosen pack, it also grants access to functional administration.

The **Editor profile** is intended for regular users of the application who can have access to all the functions and all modules subscribed to (except administration). It allows creation, access, modification and deletion of contents and files within the application.

The **Editor Lite profile** is intended for regular users who only need full access (same as the editor) but to one module only.

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# The Contributor license

The Contributor license can grant access to 3 different profiles: Contributor, Reader and Requestor

The **Contributor profile** is intended for occasional users having an approval need or being randomly invited to edit a content.

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# The Reader license

The Reader License can grant access to 2 different profiles: Reader and Requestor.

The **Reader profile** is intended for readers with no modifications rights but who can be invited to approve.

*All the profiles above can also submit requests through the Legal ticketing. They can switch from “Legal ticketing” mode to “Advanced mode” being the access to the global Legisway interface.*

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# The Requestor license

The Requestor License grants access to the Requestor profile.

The **Requestor profile** grants access to the Legal Ticketing only. It is intended for occasional users who need to enter information in a simplified “ticketing interface”. They can track the status of their own requests, see the preview of the associated content created by the lawyer in charge and download any associated document(s).

# Core pack

PROFILES	Administrator	Editor	Editor Lite	Contributor	Reader
Editor license	•	•	•	•	•
Contributor license				•	•
Reader license					•

ACTIONS AVAILABLE FROM CORE PACK					
Access the administration module	✓				
Access the search & replace function	✓				
Manage all tasks and tasks templates	✓				
Manage all subscription to alerts	✓				
Access the Document booker	✓	✓			
Analyze documents via Legisway Analyzer (AI)	✓	✓	✓		
Create & delete any content	✓	✓	✓		
Modify any content	✓	✓	✓		
Use the Expert AI	✓	✓	✓	✓	
Modify any content when named in the content as "Authorized Editor"	✓	✓	✓	✓	
Edit Document with MS integration	✓	✓	✓	✓	
Participate in Tasks	✓	✓	✓	✓	✓
Save default orgcharts	✓	✓	✓	✓	✓
Manage its own subscription to alerts	✓	✓	✓	✓	✓
Read content	✓	✓	✓	✓	✓
Create its own Reports	✓	✓	✓	✓	✓
Access Absence management	✓	✓	✓	✓	✓

✓ in one module only

✓ when named in the content as Authorized Editor

# Advanced pack

The actions available in the Core pack are also available in the Advanced pack.

PROFILES	Administrator	Editor	Editor Lite	Contributor	Reader	Requestor
Editor license	•	•	•	•	•	•
Contributor license				•	•	•
Reader license					•	•
Requestor license						•

ACTIONS AVAILABLE FROM ADVANCED PACK						
Use Mass import and/or Contract audit (with Enhanced Contract module)	✓	✓	✓			
Trigger a Workflow	✓	✓	✓	✓		
Trigger electronic signature	✓	✓	✓	✓		✓
Trigger a collaboration on a document using MS Office	✓	✓	✓	✓		
Modify content created into Legisway platform when issued from its request (advanced mode)	✓	✓	✓	✓		
Use the Expert AI	✓	✓	✓	✓		
Participate in a workflow	✓	✓	✓	✓	✓	
View Result of Legal ticketing request into Legisway platform (advanced mode)	✓	✓	✓	✓	✓	
Create discussions (instant messaging)	✓	✓	✓	✓	✓	✓
Generate a Document	✓	✓	✓	✓	✓	✓
Create, read, modify, delete its own content in Legal Ticketing	✓	✓	✓	✓	✓	✓
View and download attachments of associated content in Legal Ticketing	✓	✓	✓	✓	✓	✓
View preview of associated content created by legal department	✓	✓	✓	✓	✓	✓

✓ in one module only    ✓ when named in the content as Authorized Editor



Legisway