Permissions in dotCMS
Document Version 1.1

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1. SPECIAL ROLES

1.1. CMS Administrator:

- Can view all and perform all actions on Hosts and folders
- Can view all and perform all actions on Web Assets (HTML Pages, Files, Containers, Templates, Links) and Content
- Using the standard Portal permissions, the CMS Administrator also has un-restricted access to other CMS related portlets, such as:
  - Virtual Link Portlet
  - CMS Maintenance Portlet
  - Structures Portlet
  - Entity and Category (taxonomies) portlet
  - Global Variables portlet

1.2. CMS Anonymous

- When applied to HTML Pages and Files, allows for un-authenticated read access from the front-end to the asset.
- If CMS Anonymous is not set to read, an anonymous user trying to access the resource from the front end will be redirected to the .jsp file /portal/401.jsp. This is a standard "Not Authorized" page. If you would like users to be redirected to authenticate themselves, place the necessary code in this page to redirect the user to the login form.

2. PERMISSION CASCADING AND INHERATANCE

2.1. Setting permissions recursively

Permissions can be set recursively when editing a Host or a Folder. If you have "publish" permissions, on the Host or Folder, under the permissions tab, you can check a box labeled "Apply permissions to all the subfolders and children assets". This will apply permissions to all child folders, web assets and files.
Note: This will not apply permissions to the content on the child pages.

2.2. Folders Inherit Permissions

When a user is creating a new folder, it will automatically inherit the permissions of the parent folders. If it is a top level folder, the new folder will inherit the permissions of the Host.

2.3. HTML Pages and Files Inherit Permissions

When a user is creating a new HTML Page or uploading a new file, the page or file will automatically inherit the permissions of the parent folder.

2.4. New Content Inherits Permissions

- When adding content from "preview mode", the new content will inherit the permissions of the HTML Page to which it is being added.

- When adding content from the "Content Manager" portlet, the content will inherit the permissions of the structure

3. TEMPLATES

3.1. By Permissions

Permission To	Allows
Portlet	- To create/edit/publish templates, a user must have access to the Template Portlet. - ***Note:*** *Template Portlet permissions are not needed to **use** templates to build pages.*
Read	- Granting read permission to a template allows a user to use the template to create pages.
Write	- Granting write permissions to a template allows a user to edit templates. - The user will also be able to click "Edit Template" when viewing the site in Edit Mode
Publish	- Will allow the user to publish a template to the live environment. Will also allow a user to change permissions of the template. - The user will also be able to click "Edit Template" when viewing the site in Edit Mode

3.2. By Desired Actions

Desired Action	Needs the following permission(s)
Use a Template to build a page	- Read access to template
Edit a Template	- Write permission to template - Portlet permission on the "Template Manager"

	portlet.
Publish a Template	- Publish permissions to template - Portlet permission on the "Template Manager" portlet.
View "Edit Template" button from Preview Mode	- Write permissions to the template - Portlet permission on the "Template Manager" portlet.
Change Permissions on a Template	- Publish permissions to template - Portlet permission on the "Template Manager" portlet.

3.3. Notes

Template permissions are respected in the CMS back end. The main thing to remember is that a user must have both portlet permissions and permissions on the specific template to actually manipulate a template.

4. CONTAINERS

4.1. By Permissions

Permission To	Allows
Portlet	- To create/edit/publish containers, a user must have access to the Containers Portlet. ***Note:*** *Container Portlet permissions are not needed to **use** containers within pages.*
Read	- Granting read permission to a containers allows a user to see the container on from the CMS back end. - Allows a user the ability to use it in a template.

Write	• Granting write permissions to a container allows a user to add content to the container.
	• The user will also be able to click "Edit Container" from the drop down button by the container when viewing the site in Edit Mode
	• The user will be able to modify the container code itself.
Publish	• Will allow the user to publish a container to the live environment. Will also allow a user to change permissions of the container.
	• The user will also be able to click "Edit Container" from the drop down button by the container when viewing the site in Edit Mode

4.2. By Desired Actions

Desired Action	Needs the following permission(s)
See a Container on a page from the CMS back end, use on a template	• Read access to container
Edit a Container	• Write permission to container • Portlet permission on the "Container Manager" portlet.
Publish a Container	• Publish permissions to container • Portlet permission on the "Container Manager" portlet.
View "Edit Container" button in Preview Mode from the container drop down menu	• Write permissions to the container • Portlet permission on the " Container Manager" portlet.
Change Permissions on	• Publish permissions to container

a Container	• Portlet permission on the " Container Manager" portlet.
Reuse Content within a Container	• Write permissions to the page. • Write Permissions to the content you are trying to add.
Add Content to a Page	• Write permissions to at least one structure. • Write permissions to the page.

4.3.Notes

Container permissions are respected in the CMS back end. The main thing to remember is that a user must have both portlet permissions and permissions on the specific container to actually manipulate a container.

5. LINKS

5.1.By Permissions

Permission To	Allows
Read	• See Menu Link from dotCMS backend.
Write	• Edit Menu Link Properties
Publish	• Publishing of Menu Link

5.2.By Desired Actions

Desired Action	Needs the following permission(s)
See Menu Link in CMS Browser	• Read access to Menu Link
Edit a Menu Link	• Write permission to Menu Link

Publish a Menu Link	▪ Publish permissions to Menu Link
Create a new Menu Link	▪ Have Write permissions to the Folder where the Menu Link will be.

5.3. Notes

6. HOSTS

6.1. By Permissions

Permission To	Allows
Read	▪ See Host from dotCMS backend.
Write	▪ Edit Host Properties
Publish	▪ Publishing of Host

6.2. By Desired Actions

Desired Action	Needs the following permission(s)
See Host in CMS Browser	▪ Read access to Host.
Edit a Host's properties	▪ Write permission to Host.
Edit a Host's Permissions	▪ Publish permissions on the Host
Create a Host	▪ Must be a CMS Administrator.

6.3.Notes

7. FOLDERS

7.1.By Permissions

Permission To	Allows
Read	▪ See Folder from in dotCMS browser.
Write	▪ Edit Folder Properties ▪ Create new Assets under Folder ▪ Copy/Cut Folder
Publish	▪ Publishing of Folder

7.2.By Desired Actions

Desired Action	Needs the following permission(s)
See Folder in CMS Browser	▪ Read access to Folder.
Edit a Folder, Create new assets in Folder, Copy/Cut Folder	▪ Write permission to Folder.
Publish a Folder	▪ Publish permissions to Folder.
Delete a Folder	▪ Write permissions to Folder
Create a Folder	▪ Default Host or write permisions on Host if Folder is going to be a top level Folder ▪ Write permissions to the Folder the newly created Folder will be placed in

7.3.Notes

When publishing a folder you have the option of publishing all related assets; in other words all assets in the folder.
When deleting(Archive) a folder the folder must first be unpublished.

8. FILES

8.1.By Permissions

Permission To	Allows
Read	▪ See Files in dotCMS browser or flat view.
Write	▪ Edit File Properties ▪ Copy/Move File
Publish	▪ Publishing of File

8.2.By Desired Actions

Desired Action	Needs the following permission(s)
See File in CMS Browser	▪ Read access to File.
Edit a File, Copy/Move/ File	▪ Write permission to File.
Delete(Archive) a File	▪ Write permissions to File.
Publish a File	▪ Publish permissions to File.

8.3.Notes

To delete(Archive) a file the file must be unpublished.

9. STRUCTURES

9.1. By Permissions

Permission To	Allows
Portlet	▪ To create/edit/publish Structures, a user must have access to the Structure portlet.
Read	▪ Ability to see a structure in the Structure portlet.
Write	▪ Edit Structure Properties
Publish	▪ Nothing Currently

9.2. By Desired Actions

Desired Action	Needs the following permission(s)
See Structure in Structure portlet	▪ Read access to Structure. ▪ Permission to Structures portlet.
Add/Edit Content of a structure type	▪ Read access to the Structure whose content you wish to add/edit.
Edit/Delete a Structure	▪ Write permission to Structure.

9.3. Notes

To delete a structure you must be able to delete all content that is using the structure. This means that content must all be unpublished and you must have write permissions to the contents.

10. CONTENTS

10.1.   By Permissions

Permission To	Allows

Portlet	▪ To create/edit/publish Contents, a user must have access to the Content portlet.
Read	▪ Ability to see/search for a piece of content
Write	▪ Edit Content properties
Publish	▪ Publish Content permissions

10.2. By Desired Actions

Desired Action	Needs the following permission(s)
See Content in Content portlet	▪ Read access to Content. ▪ Permission to Content portlet.
Edit/Copy a piece of Content	▪ Write permission to Content.
Publish Content	▪ Publish permissions to Content

10.3. Notes

11. EVENTS

11.1. Notes

To maintain events you have two groups. The Event User and the Event Administrator. The user has the ability to see all events, add events and search for events. The Event Administrator has the ability to approve events. You must also make sure the groups/roles have permissions to Event and Event Approval portlets themselves.

12. COMMUNICATIONS

12.1. By Desired Actions

Permission To	Needs the following permission(s)

See Campaign Manager Portlet	▪ Role Campaign Manager Viewer, Campaign Manager Admin, or Campaign Manager Editor
See Communications Manager Portlet	▪ Role Campaign Manager Admin or Campaign Manager Editor
See Mailing List Manager	▪ Role Mailing List Editor or Mailing List Administrator
Add a Mailing List	▪ Mailing List Administrator
Edit an Existing Mailing List	▪ Mailing List Editor
Add a Campaign	▪ Role Campaign Manager Admin, or Campaign Manager Editor