Area	Action	System Administrator	Administrator	Power User	User	Guest
Global	Add users (MEMBERS) to BuildProjex	✓	✓	✗	✗	✗
Global	Invite guests to BuildProjex	✓	✓	✗	✗	✗
Global	See if users have accepted invite	✓	✓	✗	✗	✗
Global	Resend user invite	✓	✓	✗	✗	✗
Global	See other users login email address	✓	✗	✗	✗	✗
Global	Have sight of all members	✓	✓	✓	✗	✗
Global	Have sight of all guests	✓	✓	✓	✗	✗
Global	Edit details of other members or guests	✓	✗	✗	✗	✗
Global	Manage permissions of users	✓	✗	✗	✗	✗
Global	Edit your own profile	✓	✓	✓	✓	✓
Global	Switch users on/off	✓	✗	✗	✗	✗
Global	Update company profile	✓	✗	✗	✗	✗
Global	View company address book	✓	✓	✓	✗	✗
Global	View protected data (address, email, phone) for other users and contacts	✓	✗	✗	✗	✗
Global	Add contacts to the company address book	✓	✓	✓	✗	✗
Global	Edit contacts in the company address book	✓	✓	✓	✗	✗
Global	Delete contacts from the company address book	✓	✓ - As long as no protected data	✓ - As long as no protected data	✗	✗
Projects	Have sight of all projects	✓	✓	✗	✗	✗
Projects	Create projects	✓	✓	✗	✗	✗
Projects	Add members to project	✓	✓	✓	✓ - Owner/Editor status on project	✗
Projects	Add guests to project	✓	✓	✓	✓ - Owner/Editor status on project	✗
Projects	Add client/site address to project	✓	✓	✓	✓ - Owner/Editor status on project	✗
Projects	Add contacts to project	✓	✓	✓	✓ - Owner/Editor status on project	✗
Projects	Edit contacts in project	✓	✓	✓	✓ - Owner/Editor status on project	✗
Projects	Update project details	✓	✓	✓	✓ - Owner/Editor status on project	✗
Projects	Update project progress bars	✓	✓	✓	✓ - Owner/Editor status on project	✗
Projects	Archive/restore projects	✓	✓	✓ - Owner status on project	✓ - Owner/Editor status on project	✗
Projects	View history of a project	✓	✓	✓ - Owner status on project	✓ - Owner/Editor status on project	✗
Projects	Delete a project	✓	✓	✓ - Owner status on project	✓ - Owner/Editor status on project	✗
Projects	Update project progress images	✓	✓	✓	✓ - Owner/Editor status on project	✗
Project files and folders	Upload project files	✓	✓	✓	✓ - Owner/Editor status on project	✗
Project files and folders	See your own private files	✓	✓	✓	✓ - Owner/Editor status on project	✗
Project files and folders	Rename project files	✓	✓	✓	✓ - Owner/Editor status on project	✗
Project files and folders	Move/copy project files	✓	✓	✓	✓ - Owner/Editor status on project	✗
Project files and folders	View history of project files and folders	✓	✓	✓ - Owner/Editor status on project	✓ - Owner/Editor status on project	✗
Project files and folders	Delete project files	✓	✓	✓	✓ - Owner/Editor status on project	✗
Project files and folders	Commenting on files that you can see	✓	✓	✓	✓	✓
Project files and folders	See all project files and folders inc. ones not shared with you	✓	✗	✗	✗	✗
Project files and folders	Rename/move/copy all project files inc. ones not shared with you	✓	✗	✗	✗	✗
Project files and folders	Delete all project files and folders inc. ones not shared with you	✓	✗	✗	✗	✗
Tasks	Add tasks to a project	✓	✓	✓	✓ - Owner/Editor status on project	✗
Tasks	Assign a user to a task created by you	✓	✓	✓	✓ - subject to Users on project	✗
Tasks	Comment on a task that you are collaborating on	✓	✓	✓	✓ - Commenter/Editor status on task or ✓ - Editor status on project	✓
Tasks	Comment on a task not assigned to me or collaborating on	✓	✓	✓	✓ - Owner/Editor status on project	✗
Tasks	Delete a task created by other Users	✓	✓	✓	✓ - Owner/Editor status on project	✗
Tasks	Delete a task created by User	✓	✓	✓	✓ - Owner/Editor status on project	✗
Tasks	Edit other Users task on a project assigned to me or collaborating on	✓	✓	✓ - Owner/Editor status on task	✓ - Owner/Editor status on task	✗
Tasks	View history of a task	✓	✓	✓	✓ - Owner/Editor status on project	✗

Area	Action	System Administrator	Administrator	Power User	User	Guest
Tasks	Edit own task on a project	✓	✓	✓	✓ - Owner/Editor status on project	✕
Tasks	Mark a task as complete	✓	✓	✓	✓ - subject to task assignment	✓ - subject to task assignment
Tasks	See all PRIVATE tasks on all projects	✓	✕	✕	✕	✕
Tasks	See all PUBLIC tasks on all projects	✓	✓	✕	✕	✕
Tasks	See all PRIVATE tasks on projects invited to	✓	✕	✕	✕	✕
Tasks	See all PUBLIC tasks on projects invited to	✓	✓	✓	✓ - Owner/Editor status on project	✕
Tasks	See tasks on project which are assigned to me or collaborating on (PUBLIC or PRIVATE)	✓	✓	✓	✓	✓
Tasks	Upload images/files to a task	✓	✓	✓	✓ - Owner/Editor status on project or Owner/Editor status on Task	✕ - only in Task comments
Messaging	Create a direct message to other member	✓	✓	✓	✓ - Restricted list of MEMBERS to choose from	✕
Messaging	Create a direct message to guests	✓	✓	✓	✕	✕
Messaging	Be a member of a direct message chat thing	✓	✓	✓	✓	✓
Messaging	View history of a channel	✓	✓ - Owner/Editor status on channel	✓ - Owner/Editor status on channel	✓ - Owner/Editor status on channel	✕
Messaging	Create group message channels	✓	✓	✓	✓ - Restricted list of MEMBERS to choose from	✕
Messaging	Rename + add and remove people of a group channel	✓	✓ - Owner/Editor status on channel	✓ - Owner/Editor status on channel	✓ - Owner/Editor status on channel Restricted list of MEMBERS to choose from	✕
Messaging	Moderator of messages (edit/delete others' messages) that they're a member of/invited to	✓	✕	✕	✕	✕
Messaging	View all channels inc. ones they are not part of	✓	✕	✕	✕	✕
Messaging	Delete a group channel	✓	✓ - Owner status on channel	✓ - Owner status on channel	✓ - Owner status on channel	✕
Messaging	Archive/restore a group channel	✓	✓ - Owner status on channel	✓ - Owner status on channel	✓ - Owner status on channel	✕
Messaging	View archived channels	✓	✓ - Owner status on channel	✓ - Owner status on channel	✓ - Owner status on channel	✕
Messaging	Delete/edit messages you've sent	✓	✓	✓	✓	✓
Gantt	See project Gantt	✓	✓	✓	✓ - Only by invite	✓ - Only by invite
Gantt	Edit project Gantt	✓	✓	✓	✓ - Editor status on project	✕