

# The Xoralia permissions model

In order to carry out certain tasks in Xoralia a user needs to have the correct permissions. Some of these permissions are set inside Xoralia and others are set inside SharePoint. Please refer to our article 'How to configure SharePoint permissions with Xoralia'.

The Xoralia permissions model:

<b>Roles and permissions</b>	<b>Where is the permission set?</b>
<b>Office 365 tenant admin</b>	
Required to carry out the one-time installation of Xoralia inside your Office 365 tenant.	Office 365 tenant admin centre
<b>Xoralia admin</b>	
Associates Xoralia with relevant document libraries inside SharePoint	Xoralia admin panel
Manages various Xoralia settings such as branding	Xoralia admin panel

Grants reporting-only access (see 'Reporting' below)	Xoralia admin panel
<b>Document library owner</b>	
Has full access to all documents inside a library (see 'Document owner' below)	SharePoint permissions
<b>Document owner</b>	
Has access to edit documents inside a library	SharePoint permissions
Has ability to set document expiry dates	Document owner column in the document library
Has ability to assign documents as mandatory reads	Document owner column in the document library
Has ability to add other document owners	Document owner column in the document library
Has access to reporting access	Document owner column in the document library
<b>Reporting</b>	

Required to access reporting only for a specified document library	Xoralia admin panel
<b>Document reader</b>	
Can read a document	SharePoint permissions
Can attest a mandatory document has been read	When doc owner assigns a document as mandatory read