Alluvionic®
PROJECT ASSURANCE®

smartsheet | aligned
Silver Partner

LICENSES & PERMISSIONS

USER TYPES

User types are roles based an organization's paid plan.
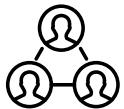
LICENSED USERS

Licensed Users can create, manage, and share their items with other people.

UNLICENSED USERS

Unlicensed Users cannot create or own sheets and have access to limited features. They can access shared sheets and even re-share them depending on the sharing permission level they were assigned.

FREE COLLABORATORS

Free Collaborators are not part of the organization's plan. Like the Unlicensed User, they can be shared to sheets or other items but cannot create their own. They can also re-share sheets depending on the sharing permission level they were given.

PERMISSION LEVELS

Permission levels determine the features available to a collaborator for a shared item.

OWNER

Owners have full control of their items. They can do everything related to the item including granting permissions to others.

ADMIN

Admins can share and modify settings. They can do everything an Owner can do except rename, delete, or restore an item.

EDITOR

Editors have limited capabilities. They can see and edit data in an item. Editors given sharing permissions can also share and publish the item.

VIEWER

Viewers are only able to see an item.

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SHARING VS. PUBLISHING

Sharing and publishing provide multiple ways for users to access items.

SHARING

Users can control access through sharing permission levels – Viewer, Editor, or Admin.

When sharing a Smartsheet item, recipients must already have a Smartsheet account. Smartsheet will send a sharing request to the recipient who must accept it after logging in.

Sharing a Workspace is an effective way to share multiple related items.

System admins can create groups. Groups can be shared to items or workspaces. When someone is added to a group, they will have access to any items shared with that group.

When sharing a report, users must also share the source sheet, or else the report information will be missing or blank.

PUBLISHING

Publishing an item generates a unique URL that anyone can access without logging into Smartsheet. Published items display real-time data. Only the owner and shared collaborators with a license and admin access can use the publish feature.

Unlike sharing a report, publishing allows users to share a report without granting access to the source sheet.

If a user chooses to stop publishing at any time, the sheet will no longer be accessible.