

Qui fait quoi ? – Administrateur/Éditeur

Il existe deux types de comptes : **Administrateur** et **Éditeur**.

Ce tableau présente chaque fonctionnalité, une par une, et indique si chaque type de compte peut l'utiliser.

Fonctionnalités	Éditeurs	Administrateurs
HOMEPAGE		
Edit the text and images inside an existing Homepage section	✓	✓
Sections on the Homepage		
Add a new section to the Homepage	✓	✓
Delete a section from the Homepage	✓	✓
Reorder sections on the Homepage	✓	✓
Change a Homepage section's core design (colors, spacing, layout)	✓	✓
The Hero (top banner of the Homepage)		
Edit the Hero text and button	✓	✓
Change the Hero core design (background image/video, colors, height)	✓	✓
GRIDS (only available for the GRIDS plan to be announced)		
Grids are repeatable lists: Service items, News items, and the Portfolio. Each Grid item is its own mini-page, and works like a page — including having its own sections.	✓	✓
GRIDS Service items (the list itself)		
Add a new Service item	✓	✓
Delete a Service item	✓	✓
Reorder Service items	✓	✓
GRIDS Sections inside a Service item		
Edit the text and images inside a Service item	✓	✓
Add a new section inside a Service item	✓	✓
Delete a section inside a Service item	✓	✓
Reorder sections inside a Service item	✓	✓
Change a section's design inside a Service item	✓	✓
GRIDS News items (the list itself)		
Add a new News item	✓	✓
Delete a News item	✓	✓
Reorder News items	✓	✓
GRIDS Sections inside a News item		
Edit the text and images inside a News item	✓	✓
Add a new section inside a News item	✓	✓
Delete a section inside a News item	✓	✓
Reorder sections inside a News item	✓	✓

Change a section's design inside a News item	✓	✓
Portfolio GRIDS (la page elle-même)		
Créer la page Portfolio (une seule est autorisée par site)	X	✓
Delete the Portfolio page	X	✓
GRIDS Sections inside the Portfolio page		
Add a new section inside the Portfolio page	✓	✓
Delete a section inside the Portfolio page	✓	✓
Reorder sections inside the Portfolio page	✓	✓
Change a section's design inside the Portfolio page	✓	✓
Portfolio images		
Add a Portfolio image	✓	✓
Delete a Portfolio image	✓	✓
Add a caption to a Portfolio image	✓	✓
Add a category to a Portfolio image	✓	✓
Reorder Portfolio images	✓	✓
STADALONE PAGES (available only with the MULTI plan)		
The page itself		
Add a new page	X	✓
Delete a page	X	✓
Sections inside a page		
Edit the text and images inside a page	✓	✓
Add a new section inside a page	✓	✓
Delete a section inside a page	✓	✓
Reorder sections inside a page	✓	✓
Change a section's core design inside a page	✓	✓
MEDIA LIBRARY		
Upload an image	✓	✓
Delete an image	✓	✓
Upload a PDF file	✓	✓
Delete a PDF file	✓	✓
Upload a video	✓	✓
Delete a video	✓	✓
MENU AND FOOTER		
Edit menu labels and links	✓	✓
Add, remove, or reorder menu items	✓	✓
Add or remove a sub-menu item	✓	✓
Edit footer text	✓	✓
Edit footer social media links	✓	✓
Edit footer opening hours	✓	✓
Edit footer Copyright	X	✓
Change footer design (colors, background)	✓	✓

PUBLICATION ET SAUVEGARDES		
Enregistrer un brouillon	✓	✓
Preview the site	✓	✓
Publish the site	✓	✓
Create a backup	✓	✓
Download a backup	✓	✓
SITE SETTINGS		
Change site colors	✓	✓
Change fonts	✓	✓
Change SEO settings	✓	✓
Change email (SMTP) settings	✓	✓
ADMIN SETTINGS (technical)		
Change upload size limits	X	✓
Change the maximum number of Service, News, Portfolio, or Page items	X	✓
Set up a second language switch link	X	✓
Add custom CSS code	X	✓
Add tracking or analytics scripts	X	✓
Hide the Grids and Pages menus from Editor accounts	X	✓
UTILITIES (available only with the MULTI plan)		
Install a new Utility	X	✓
Remove a Utility	X	✓
Use an already-installed Utility (for example, add a testimonial, manage FAQ entries, or export content as a Word document)	✓	✓
Lock a Grid Service item with a password	X	✓
Lock a Grid News item with a password	X	✓
Lock the Grid Portfolio page with a password	X	✓
Lock the Homepage with a password	X	✓
Lock standalone pages with a password	✓	✓
USERS AND SECURITY		
Add or remove a user account	X	✓
Change another user's password	X	✓
View or change security settings	X	✓
View activity logs	X	✓
Upgrade a site from single-page to multi-page structure	X	✓

Mise à jour : septembre 2026