

What Can I Do? - Admin vs Editor

There are two types of account: **Admin** and **Editor**.

This table lists every **capability**, one at a time, and whether each account type can use it.

What	Admin	Editor
HOMEPAGE		
Edit the text and images inside an existing Homepage section	✓	✓
Sections on the Homepage		
Add a new section to the Homepage	✓	X
Delete a section from the Homepage	✓	X
Reorder sections on the Homepage	✓	✓
Change a Homepage section's core design (colors, spacing, layout)	✓	X
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	✓	X
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	✓	X

GRIDS Portfolio (the page itself)		
Create the Portfolio page (only one is allowed per 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	✓	X
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	✓	X
MEDIA LIBRARY		
Upload an image	✓	✓
Delete an image	✓	✓
Upload a PDF file	✓	✓
Delete a PDF file	✓	✓
Upload a video	✓	X
Delete a video	✓	X
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)	✓	X

PUBLISHING AND BACKUPS		
Save a draft	✓	✓
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

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