

Question Library: Who has access?

By default, **ONLY** Account Administrators can create, edit, and unlink Global Question Library elements.

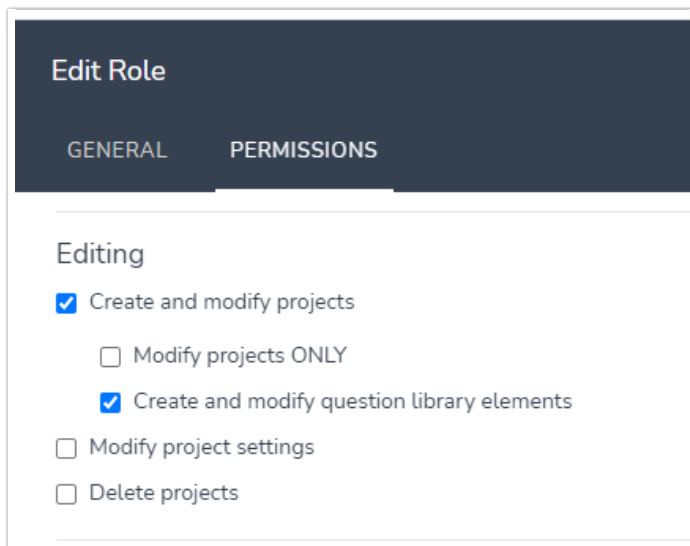
Non-admin users will be able to access the Global Question Library to review its contents but will not be able to create, edit, or unlink Question Library elements unless they have been given permissions to do so as described below.

Give Non-admin Users Permission to Create, Edit, and Unlink Global Question Library Elements

In order for non-admin users to create, edit, and unlink Question Library elements, the permissions below will need to be assigned to their role. Create a [Custom Role](#), or add the permissions outlined below to an existing role.

Navigate to **Account >> User Management >> Roles**

In the **Edit Role** window that opens, navigate to **Permissions**. Under **Editing** select the **Create and modify projects** permission and then select the **Create and modify question library elements** permission.



The screenshot shows the 'Edit Role' interface with the 'PERMISSIONS' tab selected. Under the 'Editing' section, the following permissions are listed:

- Create and modify projects
 - Modify projects ONLY
 - Create and modify question library elements
- Modify project settings
- Delete projects

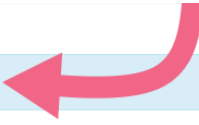
Team/Role Affiliation

2 surveys use this Library Element

Data displayed on this page may differ based on user role permissions. ⓘ

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Survey Name	Status
Customer Feedback Q1	Active
Customer Feedback Q2	Active



Within Alchemer, a user accessing data collected via Question Library elements will only be able to view the data collected in surveys they have access to, as defined by their [Team/Role affiliation](#)*.

For example, a user who is assigned to only Team A and Team B, will not be able to view data collected via library elements on surveys associated with Team C.

* *Team/Role affiliation is controlled by an Account Administrator.*

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