



Scriptoria Help Guide

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Introduction

Scriptoria is a workflow-based system to manage the publishing of apps to stores and content to websites. The goal is to enable apps to be available to end users to download and use. There are different tasks involved delivering an app to an app store:

- someone needs to collect all the content, contextualize, and design the app
- someone needs to create the marketing materials (description, screenshots, etc)
- someone may need to verify that the marketing materials abide by the organization's guidelines
- someone needs to build the app and manage the signing credentials so that updates can be made in the future
- someone needs to create the entry in the app store and fill out all the configuration (content rating, target audience, pricing, category, privacy policy, etc).

Depending on the organization, these tasks might be done by different people or they might all be done by the same person. The workflows in Scriptoria have been designed to meet the needs of different organizations. As the workflow progresses, tasks will be assigned to users in different roles to accomplish the process of publishing the app.

Roles

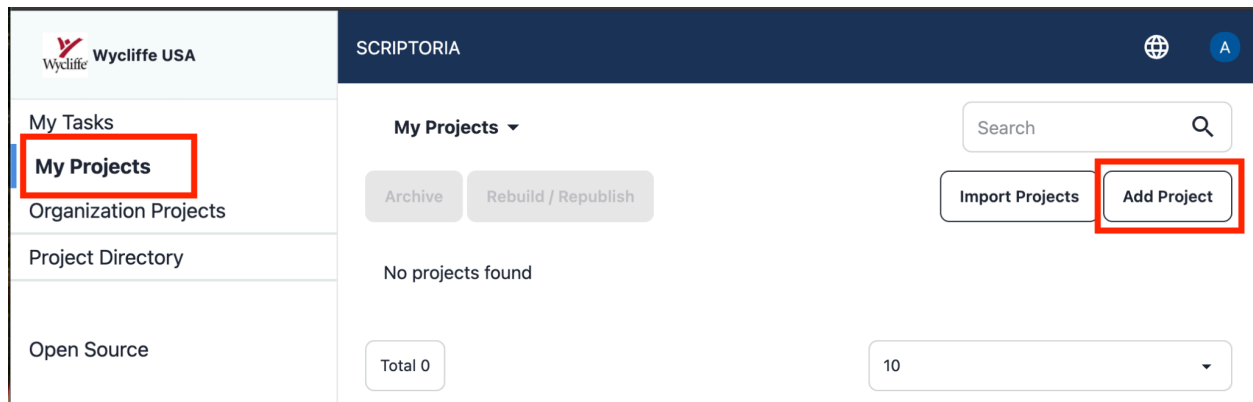
Users in Scriptoria can have different roles which controls which tasks can be assigned to them.

- Author - can upload/download the project data
- App Builder - create and manage projects
- Organization Admin - approve projects, perform admin functions, and help if something goes wrong

Project setup

In order to create a project, you will need to be a member of a group. If the save button is grayed out after completing all required fields, contact your org administrator to add you to a group.

To create a project, navigate to “My Projects,” and click “Add Project” in the top right hand corner.



Complete all required fields in the form, click save and your project creation will begin.

Note: Depending on the workflow, an org admin may need to “approve” the project request

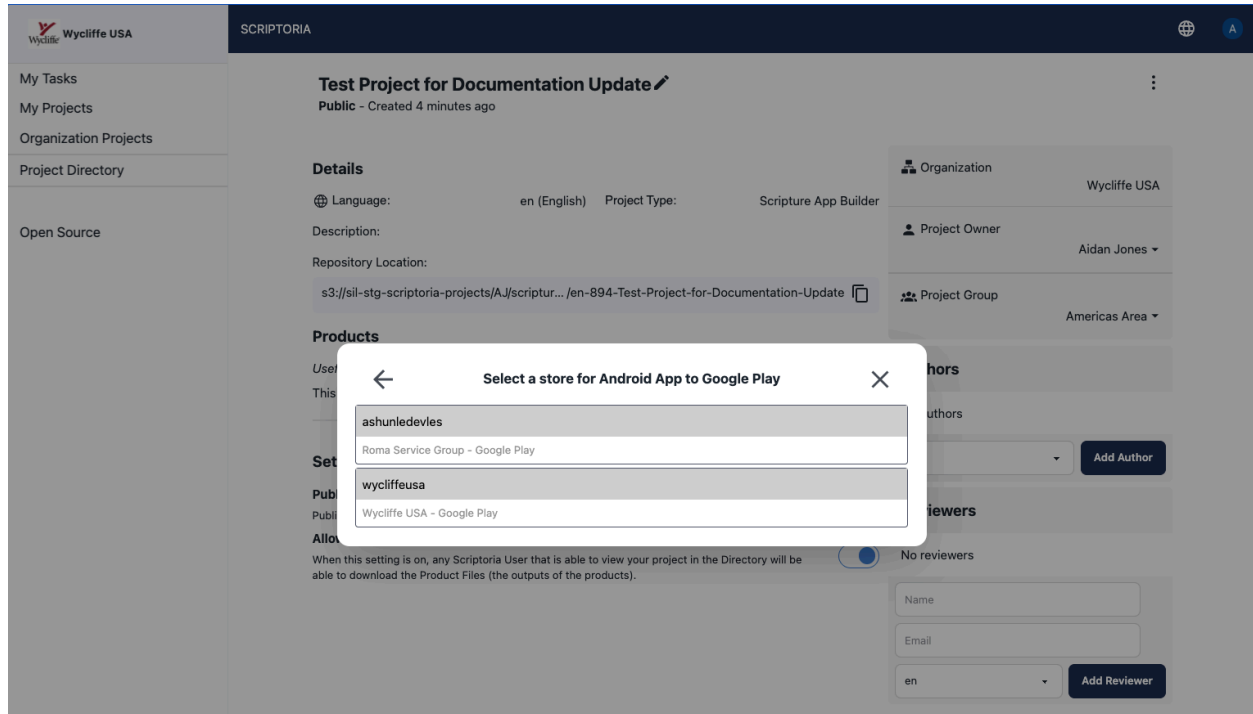
The screenshot shows the 'Test Project for Documentation Update' page in the Scriptoria interface. The page is divided into several sections: Details, Products, Settings, and a right-hand sidebar. The 'Details' section shows the project is public, created 1 minute ago, in English, and of type 'Scripture App Builder'. The 'Products' section is currently empty, with a red box highlighting the 'Add Products' button. The 'Settings' section shows 'Public Visibility' is enabled. The right-hand sidebar contains fields for Organization (Wycliffe USA), Project Owner (Aidan Jones), Project Group (Americas Area), Authors (No authors), and Reviewers (No reviewers).

Once your project creation is complete, the “add products” button will be enabled. When the button is clicked, a list of available products for your organization will appear. Only those products available to be published will appear.

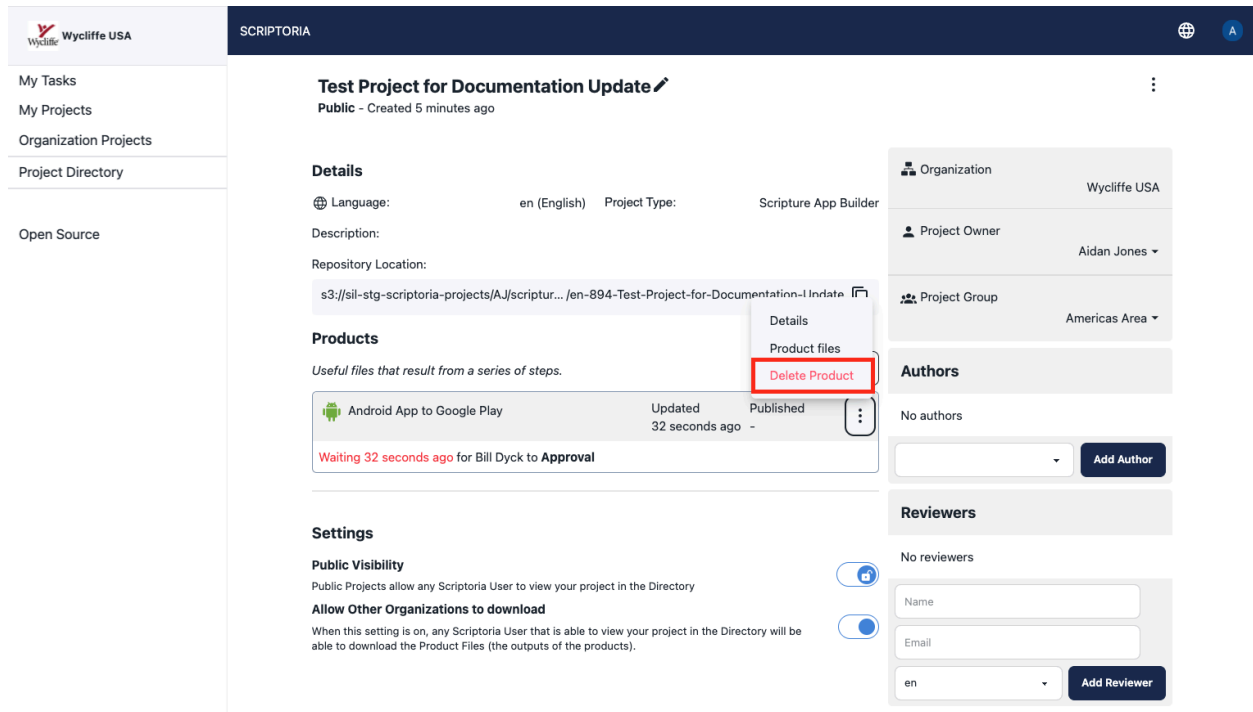
This screenshot shows the same project page as the previous one, but with a 'Select Product to Add' popup window open. The popup lists five available products for selection:

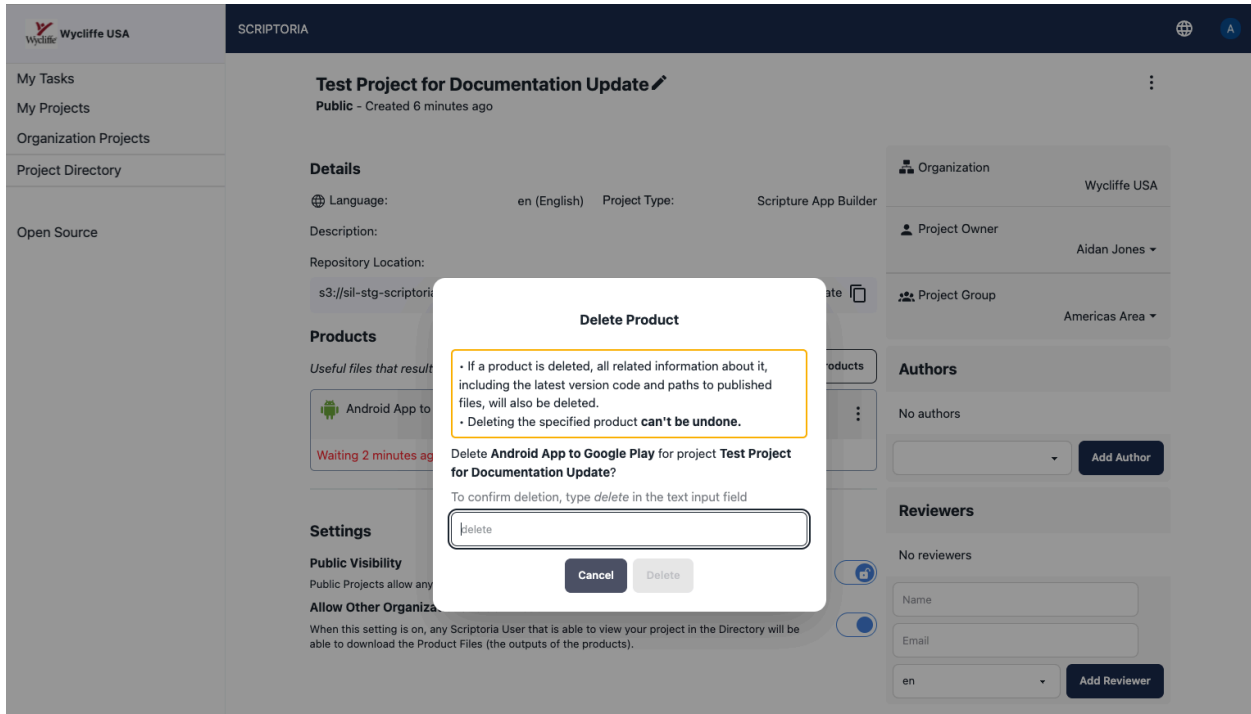
- Android App to Amazon S3 Bucket (No Admin)**: Build an Android App from a Scripture App Builder project and publish to an Amazon S3 Bucket, but with no admin required.
- Android App to Google Play**: Build an Android App from a Scripture App Builder project and publish to a Google Play Store. The Organization Admin has to approve of the project and review the store preview. The Organization Admin has access to Google Play Console.
- iOS Asset Package**
- Modern PWA to Cloud**: Build a Progressive Web App using the new Modern PWA from a Scripture App Builder project and publish to a Cloud Provider
- PWA to Cloud**: Build a Progressive Web App from a Scripture App Builder project and publish to a Cloud Provider

When a product has been selected, the popup will show a list of available stores for your organization and the selected product.

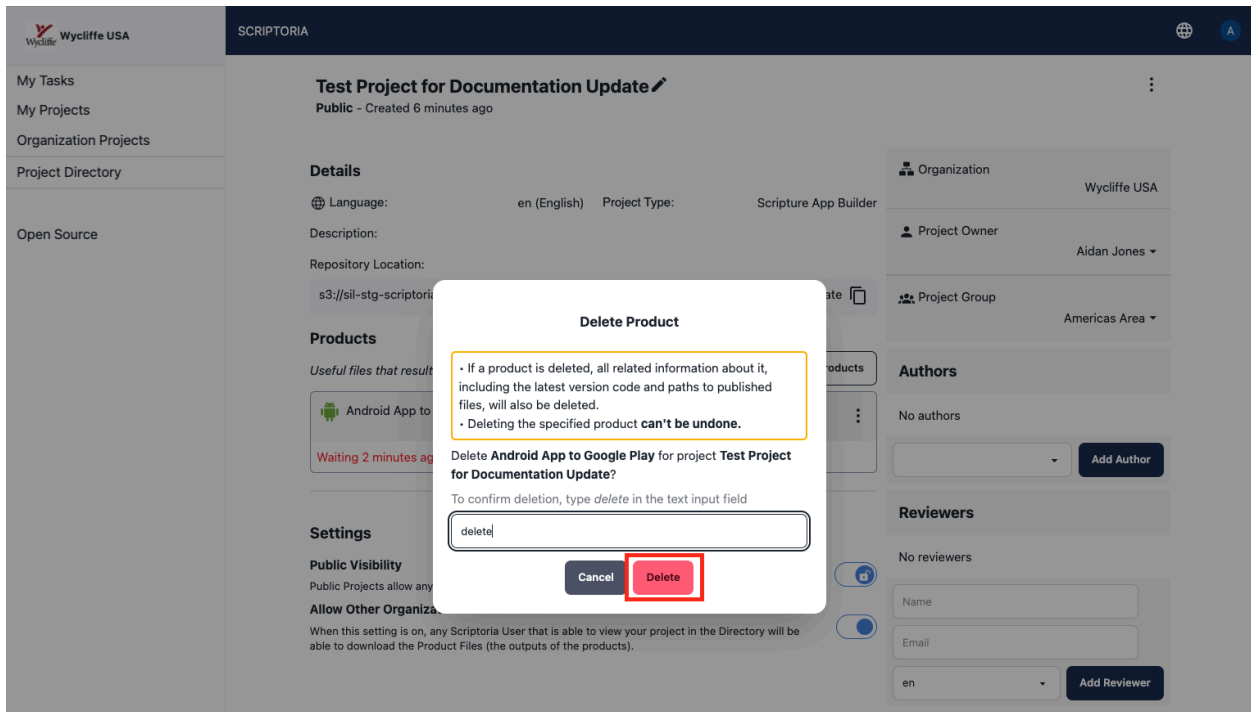


To remove a product, click the “delete product” button in the kebab menu for that product and a confirmation dialog will appear.





Once you have typed “delete” in the text input of the confirmation dialog, the “delete” button will be enabled. When the “delete” button is clicked, the product is immediately removed.



Project Detail Overview

As a user, when you click into your project, the view shown below will be displayed. From this view you can view information about your project, view open tasks in the workflow, assign project ownership, move your project to another group, and add reviewers.

Test Project for Documentation Update 2

Public - Created 39 minutes ago

1

Details

Language: en (English)
 Project Type: Scripture App Builder

Description:

Repository Location:

s3://sil-stg-scriptoria-projects/AJ/scriptur.../en-894-Test-Project-for-Documentation-Update

Products 9

Useful files that result from a series of steps. Add Products

Android App to Google Play	Updated	Published	
	15 seconds ago	-	

Waiting 15 seconds ago for Bill Dyck,Aidan Jones to **Approval** [Continue](#) 10

Settings

Public Visibility 1

Public Projects allow any Scriptoria User to view your project in the Directory

Allow Other Organizations to download 11

When this setting is on, any Scriptoria User that is able to view your project in the Directory will be able to download the Product Files (the outputs of the products).

Rebuild on Software Update 12

When the App Builder software used by Scriptoria is updated, rebuild the products of the project that have completed the initial workflow and are not currently being rebuilt.

Auto Publish on Rebuild 13

When the rebuild workflow is run, skip verification and publish the app. Send a notification to owner and reviewers that the app was published without review.

- 3 Archive
- 4 Claim Ownership

Organization

Wycliffe USA

Project Owner 5

Aidan Jones ▾

Project Group 6

Americas Area ▾

Authors 7

No authors

Add Author

Reviewers 8

No reviewers

Name

Email

en ▾ Add Reviewer

1	Visibility setting	Underneath the project title “public” or “private” will be displayed, which is controlled by the last “public visibility” toggle. When the public visibility toggle is on, users outside your organization will be able to view your project and download related product files.
2	Edit Details	Edit the project name, language code, or description.
3	Archive	Projects cannot be deleted inside of Scriptoria. Rather, if you no longer wish to see a project in your list of projects, simply archive it and it will disappear from the directory, org projects, and your project

		list. Archived projects can be reactivated by navigating to my projects- click the dropdown carrot and select “archived projects.”
4	Claim Ownership	The project owner receives all tasks & notifications to move a project through the workflow. If the user chooses to claim ownership of the project, they will now be the project owner, receive all task notifications and be responsible for completing all app builder tasks.
5	Project Owner	The owner of the project who will receive project notifications and be responsible for completing all required steps in the workflow.
6	Project Group	Project groups are simply a group of users. Project groups are created by the org admin. If there are multiple groups in an organization, the group field will be a dropdown where a project can be moved to another group.
7	Authors	Authors are Scriptoria users who can upload/download the project content.
8	Reviewers	Reviewers are added by name and email. They will receive a link to download the app’s product files for review. There is no additional in-app communication with reviewers.
9	Products	This is where all products that have been added to a project will appear. Additionally, last updated and published dates will be shown.
10	Workflow Status and Tasks	Tasks that require action for your products mid-workflow will appear in this section. These same tasks will appear on the “my tasks” page.
11	Allow other orgs to download toggle	When this toggle is on, other organization’s users will be able to download your project’s product files. Downloading files will be an “any or nothing” concept. Users can not specify which files will be available to download.
12 ¹	Rebuild on software update toggle	When this toggle is on, administrators for your organization will be able to trigger a rebuild of this project’s products when the App Builder software used by Scriptoria is updated.
13 ¹	Auto publish on rebuild toggle	When this toggle is on, rebuild workflows for products of this project will be automatically published upon a successful build.

1. These toggles may not be visible until the features they control are fully implemented.

Project Directory

The project directory is where all projects across all organizations will appear that are set to public visibility. The project directory can be searched, and additional filters are available.

Settings

The Project Directory columns can be customized to see additional information about each project and product. See below.

Project Directory
3 All Organizations ▼

Search 4

Language Code 1

All projects that contain... 2

Last Updated Date Between 5

LU Capstone Demo 9-25

en

Aidan Jones
 SIL International
 Language Software Development

Updated On: 10/23/2025 9:09 AM
 Active Since: -

Products	Build Version	Build Date	AppBuilder Version
Android App to Amazon S3 Bucket (No Admin)	13.2 (3)	10/22/2025 8:55 AM	13.2

Test Project

en

Aidan Jones
 SIL International
 Language Software Development

Updated On: 10/6/2025 10:07 AM
 Active Since: 10/3/2025 10:53 AM

Products	Build Version	Build Date	AppBuilder Version
Android App to Amazon S3 Bucket	-	-	-
Android App to Amazon S3 Bucket (No Admin)	13.1.1 (4)	9/19/2025 9:43 AM	13.1.1
Android App to Google Play (Owner Admin)	13.1.1 (2)	10/3/2025 11:05 AM	13.1.1

Total 2

10

1	Search by Language	Can search by ISO code, list of available languages will auto populate
2	Filter by products	Filter projects by all that contain specified product
3	Organizations	Filter by organization or view all organization projects
4	Search	Users can search over the following: Project Name, Language, Owner Name, Org Name, Group Name, and Package Name
5	Date range	Search projects by “last updated” date range

Publishing Workflow

Once you have added a product to your project, you will begin to be led through a series of steps to complete the workflow resulting in a published product. Tasks will appear both on the “My Tasks” screen, and as individual tasks below your product on the Project Detail page.

Google Play Workflows

Scriptoria was started to simplify the process of publishing Android Apps to Google Play. The original workflow includes all of the workflow steps below. As more organizations started using Scriptoria, there were alternative workflows created to meet the different requirements.

Android App to Google Play - This was the original workflow designed for publishing to the Wycliffe USA store. It contains all of the approval steps. The Organization Admin is responsible for interacting with the Google Play Developer Console.

- [Workflow Diagram](#)

Android App to Google Play (Low Admin) - This is a modification of the previous workflow which removes the approval steps. The Organization Admin is still responsible for interacting with the Google Play Developer Console.

- [Workflow Diagram](#)

Android App to Google Play (Owner Admin) - This is a modification of the previous workflow which has the Project Owner responsible for interacting with the Google Play Developer Console.

- [Workflow Diagram](#)

These workflows use some or all of the following forms. The workflow for your organization and product may be different.

Product Approval


Product approval is the first step in the workflow. An Org Admin must approve your product build request prior to proceeding to the next step.

Note, currently if you are an App Builder you would not see the task listed below. It is only displayed to the assigned user (the Org Admin).

Products

Useful files that result from a series of steps.

Add Products

	Android App to Google Play	Updated 1 hour ago	Published -	⋮
Waiting 1 hour ago for Bill Dyck,Aidan Jones to Approval Continue				

Approval Screen

[My Tasks](#) > [Test Project for Documentation Update](#) > Android App to Google Play

Approve

Hold

Reject

Comment

Approval

Owner

Aidan Jones

Email

aejones4gm@gmail.com

Project Name

Test Project for Documentation Update

Description

Store

Wycliffe USA - Google Play

Product

Android App to Google Play

Application Type

Scripture App Builder

Language Code

en

An Org administrator may include a note on your project approval, and if your project is rejected, a note will be required as to why. If the Org Admin selects “hold”, approval is pending.

App Builder Configuration

The next step in the workflow is app builder configuration. The Project Owner will copy the App Project URL to the App Builder desktop app (i.e. Scripture App Builder, Reading App Builder, or Dictionary App Builder) and follow the instructions on the form.

Google Play

When adding a project that will be published to Google Play, the app might already exist in Google Play and the workflow has to be slightly different. If so, click "Existing App" to continue. If the app is being added to Google Play for the first time, then click "New App" to continue. With

an existing app, the App Store Preview, Create App Store Entry and Make It Live steps are skipped.

Authors

The Project Owner can have the Author of the project upload the project by clicking on "Transfer to Authors". The project will be present on the Author's task list. The project will still be present on Project Owner's task list and they will be able to "Take Back" the product if necessary.

[My Tasks](#) > [Test Project for Documentation Update](#) > Android App to Google Play

New App

Existing App

Transfer to Authors

Comment

App Builder Configuration

Project Name

Test Project for Documentation Update

Description

Store

Wycliffe USA - Google Play

App Project URL

http://localhost:6173/projects/3981

Instructions

- In the **Publishing > App Publishing** configuration page:
 - Enable Scriptoria by selecting the **We would like to use Scriptoria** option.
- In the **Publishing > Google Play Store Listing** configuration page:
 - Fill out the Play Listing information.
- In the **Publishing > Publishing Properties** configuration page:
 - Fill out any needed publishing properties.
 - For new apps, set **BUILD_ANDROID_AAB** to the value 1.
 - For new apps, set **BUILD_KEYSTORE** to the name of a keystore not used to publish APKs.
 - See the [Publishing Properties Documentation](#) for more details.
- In the **Publishing > Scriptoria** configuration page:
 - Copy and Paste the above **App Project URL** into the **Enter App Project URL** field.
 - Click **Login...** to connect to Scriptoria.
 - Click **Upload** and successfully upload the data to the app publishing repository.
- To continue:
 - If this is a new app that has not been uploaded to Google Play yet, click **New App**.
 - If this is an app that already exists in Google Play, click **Existing App**.

App Store Preview

The next step in the workflow is the App Store Preview, which will be completed by an Org Admin. The Org Admin will check the product files (apk, about, play-listing preview, etc) to verify that everything is good. They may reject the project at this point and provide a comment

indicating what changes should be made by the Project Owner.

[My Tasks](#) > [Test Project for Documentation Update](#) > Android App to Google Play

Approve **Reject**

Comment

App Store Preview


Owner	Email
<input type="text" value="Aidan Jones"/>	<input type="text" value="aidan_jones@sil.org"/>
Project Name	Description
<input type="text" value="Test Project for Documentation Update"/>	<input type="text"/>
Store	Store Listing Language
<input type="text" value="Wycliffe USA - Google Play"/>	<input type="text" value="en-US"/>
Product	
<input type="text" value="Android App to Google Play"/>	
Application Type	
<input type="text" value="Scripture App Builder"/>	
Language Code	
<input type="text" value="en"/>	

Product Files

Type ^	Size	Download URL
aab	77 MB	https://sil-stg-scriptoria-files.s3.amazonaws.com/stg/jobs/build_scriptureappbuilder_623/789/WEB_Gospels-13.2.aab
about	38 bytes	https://sil-stg-scriptoria-files.s3.amazonaws.com/stg/jobs/build_scriptureappbuilder_623/789/about.txt
apk	79 MB	https://sil-stg-scriptoria-files.s3.amazonaws.com/stg/jobs/build_scriptureappbuilder_623/789/WEB_Gospels-13.2.apk

If the Org Admin rejects the current build, then the Project Owner will receive an email and the comment will display in My Tasks. The workflow will be taken back to the Synchronize Data step.

My Tasks

Product	Project	Wait Time
 Android App to Google Play SYNCHRONIZE DATA	Test Project for Documentation Update	14 seconds ago
Here is a meaningless comment so it will show up in the documentation screenshot.		

Create App Entry

The next step in the workflow is creating the app store entry, which will be completed by an Org Admin. In order for apps to be published to Google Play, the Org Admin has to manually enter

information into the Google Play Developer Console. Once this is entered in, Scriptoria can publish updates to the app directly.

[My Tasks](#) > [Test Project for Documentation Update](#) > Android App to Google Play

Continue

Reject

Comment

Project Name

Test Project for Documentation Update

Description

Store

Wycliffe USA - Google Play

Store Listing Language

en-US

Instructions

- Download the AAB file by clicking on the entry with type *aab* in the *Product Files* grid view at the bottom of this page.
- Go to [Google Play Developer Console](#) and sign in.
- Click **Create app** link on the right side of the page and complete the following items:
 - Set **App name** to Project Name shown above.
 - Set **Default language** to *Store Listing Language* shown above.
 - Set **App or game** to App.
 - Set **Free or paid** to Free.
 - Check **Confirm app meets the Developer Program Policies** checkbox.
 - Please review the [policies](#).
 - Check **Accept US export laws** checkbox.
 - Click the **Create app** button at the bottom of the page.
- Select **Monitor and Improve > Policy and programs > App content** section in the menu on the left and do the following:
 - Under the **Privacy policy** section, click the **Start declaration** button.
 - Fill in the URL for your app's privacy policy.
 - For an example, see the [Wycliffe Scripture App Privacy Policy](#)
 - Click the **Save** button at the bottom of the page.
 - Click the **App content** link at the top of the page to go back.
 - Under the **Ads** section, click the **Start declaration** button.
 - Click on **No**, my app does not contain ads radio button.
 - Click the **Save** button at the bottom of the page.
 - Click the **App content** link at the top of the page to go back.
 - Under the **App access** section, click the **Start declaration** button.
 - Click the appropriate ¹ radio button based on features used in the app.
 - Click the **Save** button at the bottom of the page.
 - Click the **App content** link at the top of the page to go back.
 - Under the **Content ratings** section, click the **Start declaration** button.

Verify and Publish

The Project Owner is responsible for the next step in the workflow, verifying and publishing the product. At this step, the Project Owner should download the built app (for Android apps, that would be the apk) and try it out on their own device. They should also view the play-listing to preview what the Google Play listing would look like (Note: currently, it is a little behind and needs updating).

[My Tasks](#) > [Test Project for Documentation Update](#) > Android App to Google Play

[Approve](#)
[Reject](#)
[Email Reviewers](#)

Comment

Verify and Publish

Project Name

Test Project for Documentation Update

Description

Store

Wycliffe USA - Google Play

Store Listing Language

en-US

Instructions

- Download the APK or AAB file by clicking on the entry with type *apk* or *aab* in the *Product Files* grid view.
- Test the app ¹. See [Installing Android Apps For Testing](#) for help.
- Open the preview of the store listing by clicking on the entry with type *play-listing* in the *Product Files* grid view.
- Click **Approve** when you are satisfied that everything is ready to go and the app will be published. ²

Notes

1. If the "Share app installer file" feature is enabled, it will be present in the APK and not present in the AAB.
2. The first time the app is published, the Organization Admin will need to do extra work to make it live. After the first time, it will be available in a shorter amount of time.

Product Files

Type ^	Size	Download URL
aab	77 MB	https://sil-stg-scriptoria-files.s3.amazonaws.com/stg/jobs/build_scriptureappbuilder_623/789/WEB_Gospels-13.2.aab
about	38 bytes	https://sil-stg-scriptoria-files.s3.amazonaws.com/stg/jobs/build_scriptureappbuilder_623/789/about.txt
apk	79 MB	https://sil-stg-scriptoria-files.s3.amazonaws.com/stg/jobs/build_scriptureappbuilder_623/789/WEB_Gospels-13.2.apk
cloudWatch	--	https://console.aws.amazon.com/cloudwatch/home?region=us-east-1#logEvent:group=/aws/codebuild/build_app-stg;stream=d236da4c-5961-4a97-8fad-5bc508a93783
consoleText	19 KB	https://sil-stg-scriptoria-files.s3.amazonaws.com/stg/jobs/build_scriptureappbuilder_623/789/console.log
data-safety-csv	171 KB	https://sil-stg-scriptoria-files.s3.amazonaws.com/stg/jobs/build_scriptureappbuilder_623/789/WEB_Gospels_data_safety.csv
package_name	26 bytes	https://sil-stg-scriptoria-files.s3.amazonaws.com/stg/jobs/build_scriptureappbuilder_623/789/package_name.txt

On the project page, there is a place to add reviewers (who don't have to be Scriptoria users). At this step, you can click on the Email Reviewers button which will send them an email with a link to download the apk file so that they can review the app as well. This is a good way to obtain feedback from users in the language community of the app.

If the Project Owner finds an issue with the build, they can click the Reject button (and add a comment) and the workflow will return to the Synchronize Data step. Then the Project Owner can make changes in the App Builder desktop application, send the project data to Scriptoria, and continue with the workflow.

Make it Live!

This is the final step of the workflow to have your app published, and will be completed by an Org Admin. There are many configuration settings for the app in the Google Play Developer

Console that have to be completed before the app can be made available on the Google Play Store.

[My Tasks](#) > [Test Project for Documentation Update](#) > Android App to Google Play

Comment

Make It Live

Project Name

Test Project for Documentation Update

Description

Store

Wycliffe USA - Google Play

Store Listing Language

en-US

Instructions

For apps being added to Scriptoria that are already published to Google Play, most of these steps have already been completed. You will still need to perform the last step to complete the rollout of the draft publish of the new version of the app.

- Go to [Google Play Developer Console](#) and sign in.
- Select **Grow users > Store presence** section in the menu on the left.
- Select **Store settings** in the menu on the left and do the following:
 - Click the **Edit** link next to the **App category** section:
 - Set the **Category** to *Books & Reference* (or appropriate category)
 - Click the **Save** button at the bottom of the popup and close the popup window.
 - Click on **Manage tags** link and set appropriate tags (e.g. Religious text) and click the **Apply** button at the bottom of the page.
 - Click the **Edit** link next to the **Store listing contact details** section:
 - Set **Email address**
 - Set **Website** (optional)
 - Click the **Save** button at the bottom of the popup and close the popup window.
- To complete the rollout, Select **Test and release > Production** in the menu on the left and do the following:
 - Click on the **Releases** tab in the middle of the page.
 - Click the **Edit release** link.
 - Click the **Next** button at the bottom of the page.
 - Click the **Save** button at the bottom of the page.
 - Click the **Go to Overview** button on the **Go to Publishing overview?** dialog.
 - Click the **Send XX Changes for reievew** button.
 - Click the **Send changes for review** button on the **Send XX changes for review?** dialog.

Rebuild and Republish

Once the app has been published on Google Play, there is a link icon next to the product. You can click on that link to take you to the app listing on Google Play.

When there are changes that need to be made to the app, you can update the app or the store listing information in the App Builder desktop application and send the changes to Scriptoria. To update Google Play there are two options that are available on the project page: Rebuild and Republish. Rebuild will do a full build of the app. If there were only changes to the store listing information, then use Republish which will only update the store listing on Google Play. These options are available on the kebob menu at the end of the product entry.



Description:

Repository Location:

s3://sil-stg-scriptoria-projects/AJ/scriptureappbuilder/en-886-LU-Cap

Products

Useful files that result from a series of steps.

 Android App to Google Play	 Updated 4 days ago	Published 6 days ago	
--	---	-------------------------	---

Rebuild

Republish

Details

Product files

Publishing Properties

Delete Product

The Rebuild and Republish workflows are a subset of the main workflow and do not require the Org Admin. If there have been any changes in the Project since the last time it was published, make sure to start the App Builder desktop app and send the project to Scriptoria before starting one of these workflows. They will immediately start building the app and/or the store listing. The Project Owner will receive a Verify and Publish task when it is ready. If there is a problem with the build, the Project Owner can reject the update and the workflow will go to a Synchronize Data step and continue like the main workflow.

For additional help, please contact Chris Hubbard.

Chris_Hubbard@SIL.org

Product Workflow Details

A current history of workflow steps for a product can be obtained from the Project Detail Window. This can be accessed by selecting the “Details” option from the product’s drop down menu..


Description:



Repository Location:

s3://sil-stg-scriptoria-projects/AJ/scriptureappbuilder/en-886-LU-Cap


Products

Useful files that result from a series of steps.


Android App to Amazon S3 Bucket (No Admin)

 Updated
 4 days ago

Published
 6 days ago



- Rebuild
- Details**
- Product files
- Publishing Properties
- Delete Product

The store name and the list of workflow steps associated with the product are displayed as shown below. The entries in the list that have dates associated with them are steps that have already been completed. Entries without a date are the steps that are projected for the path where approvals are granted and builds are successful. These steps may be changed as the actual path of the product build progresses if these conditions are not met. Below is an example of a product that has successfully completed the first four steps of the build:

Product Details

×

Store Name

Scripture Earth - Progressive Web Apps

State	User	Command	Date
Startup Workflow Started			2/12/2025 2:11 PM
Check Product Creation	Scriptoria		2/12/2025 2:12 PM
★ Project Upload	Bill Dyck		2/12/2025 2:26 PM
App Builder Configuration	Bill Dyck	Continue	2/12/2025 2:26 PM
Product Build	Scriptoria		2/12/2025 2:26 PM
Synchronize Data	Bill Dyck	Continue	-
Product Build	Scriptoria		-
Verify and Publish	Bill Dyck	Approve	-
Product Publish	Scriptoria		-

Here is an example of a workflow that is almost completed. When performing a step, the user can enter comments in the comment field. Those comments are shown for the completed step. The entries with a ★ indicate times that the project was uploaded or downloaded.

Check Product Publish	Scriptoria		10/16/2024 11:45 AM
<div>Publish failed</div> <div>Console Text</div>			
Synchronize Data	Jim Albright	Continue	10/25/2024 3:33 PM
Product Build	Scriptoria		10/25/2024 3:33 PM
Check Product Build	Scriptoria		10/25/2024 3:43 PM
Verify and Publish	Jim Albright	Approve	10/26/2024 12:37 PM
Product Publish	Scriptoria		10/26/2024 12:37 PM
Check Product Publish	Scriptoria		10/26/2024 12:42 PM
<div>Publish failed</div> <div>Console Text</div>			
Synchronize Data	Jim Albright	Continue	11/17/2024 9:52 AM
Product Build	Scriptoria		11/17/2024 9:52 AM
Check Product Build	Scriptoria		11/17/2024 10:04 AM
Verify and Publish	Jim Albright	Approve	11/18/2024 3:38 PM
Product Publish	Scriptoria		11/18/2024 3:38 PM
Check Product Publish	Scriptoria		11/18/2024 3:43 PM
Make It Live	Jim Albright	Continue	-

Administration

Permission Levels

There are 3 user permissions levels inside of Scriptoria. The Super Administrator (Super Admin), Organizational Administrator (Org Admin), and App Builders.

Super Admin

Super Admin is the highest level role. They differ in that they are able to make users Org Admins, and are able to:

- Add or edit organizations
- Add or edit workflow definitions
- Add or edit product definitions
- Add or edit stores
- Add or edit store types

Super admins have all capabilities as Org Admins and App Builders as well.

Org Admin

The majority of Scriptoria users will be App Builders, but every organization will have at least one assigned Org Admin. Organizations may have more than one Org Admin. Org Admins differ from App Builders in that they are able to:

- Invite users to Scriptoria
- Edit Organization Settings
 - Org name and logo
 - Available products to app builders
 - Available Stores to app builders
 - Creating and deleting Organizational groups
 - *Note: users must belong to at least one (1) group to create a project*
 - Infrastructure settings
- Control user settings and permissions
- Approve project build and publish requests*
 - *Note: An app builder will not be able to complete the project build workflow without an org admin's approval*

Org Admins have all access to all other functionality as app builders do.

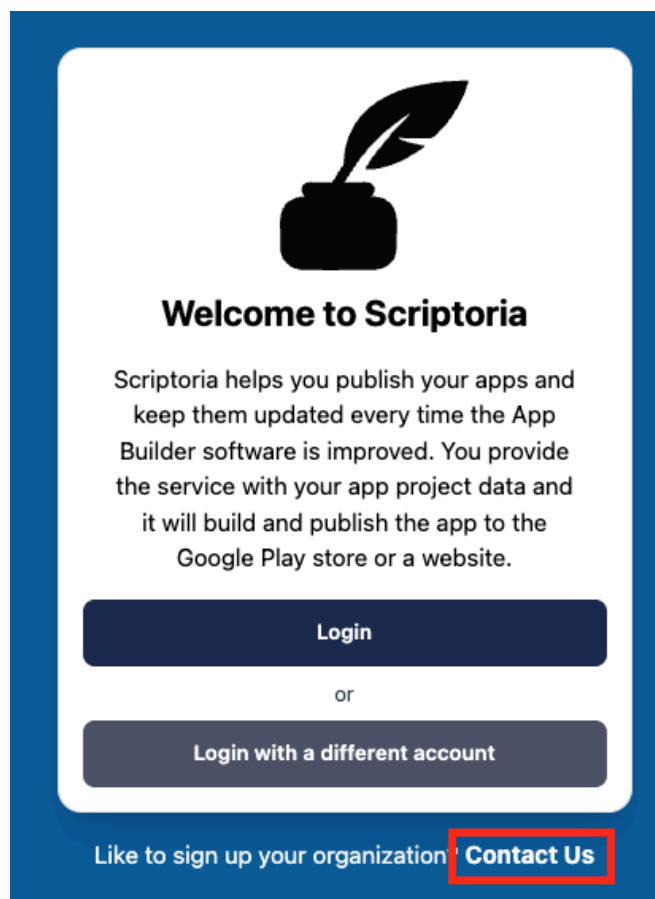
App Builders

App builders are the primary day to day users of Scriptoria. Inside of Scriptoria they can:

- Create projects
- Publish products to various stores
- View all projects inside their organization
- View all projects in the project directory (public)
- Download public project's artifacts
- Search for projects
- And more!

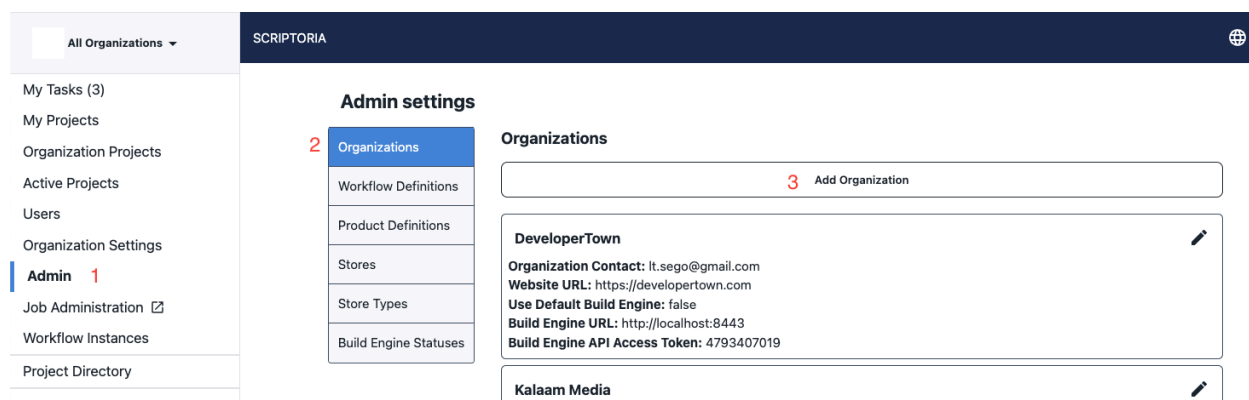
Set up an organization

Any organization can request access to Scriptoria by clicking the "Contact Us" button on the login screen of Scriptoria. An organization must be set up by a Super Administrator (the highest permission level).



As a Super Admin, to set up an organization:

- Navigate to “Admin” in the side navigation.
- Click “Organizations”
- Click “Add Organization”



The following information is needed to set up a new organization:

- Organization name
- Organization Owner (this user will become the organizational admin who is responsible for adding new users and approving project creation requests)
- Website URL
- Build Engine URL (optional if Use Default Build Engine is set)
- Build Engine API Access Token (optional if Use Default Build Engine is set)
- Logo URL (square format)

The final step is the “Public by Default” toggle. Organization’s projects are defaulted to be public, meaning any project can be viewed in the [project directory](#) by other organizational users, and they will be able to download the project’s product files. If the public toggle is on, individual projects may still be set to private.

Admin settings

Organizations	Add organization
Workflow Definitions	Organization Name <input type="text"/>
Product Definitions	Organization Contact <input type="text"/>
Stores	Website URL <input type="text"/>
Store Types	Use Default Build Engine <input checked="" type="checkbox"/>
Build Engine Statuses	Build Engine URL <input type="text"/>
	Build Engine API Access Token <input type="text"/>
	Logo URL <input type="text"/>
	Public By Default <input checked="" type="checkbox"/> Projects created under this organization are set to public by default
	<input type="button" value="Cancel"/> <input type="button" value="Save"/>

Before your organization’s users will be able to create projects, the Org Admin will need to create “groups” of users. Users can belong to multiple groups. Groups are created in the Org Settings section, and then user membership is managed via the user modal dropdown toggle. Projects can be transferred to other Scriptoria users who belong to your group.

Organization Settings

DeveloperTown

Basic Info
Products & Publishing
Stores
Groups
Infrastructure

DEV Development



Add Group

Name

Abbreviation

Save

Add User

The Org Admin should navigate to “Users” then click “Invite User”.

My Tasks (3)
My Projects
Organization Projects
Active Projects
Users 1
Organization Settings
Admin
Job Administration
Workflow Instances
Project Directory
Open Source

Manage Users

Invite User
2

Search

Name	Role	Groups	Active
Aidan Jones aejones4gm@gmail.com	SIL International Super Admin	SIL International Americas Group, Language Software Development	<input type="checkbox"/>
Aidan Jones (Alt) ogonivanovich@gmail.com	SIL International App Builder, Author	SIL International Language Software Development	<input checked="" type="checkbox"/>
Bill Dyck bill_dyck@sil.org	Kalaam Media App Builder	Kalaam Media None	<input checked="" type="checkbox"/>
	SIL International App Builder	SIL International Mainland Southeast Asia Group, Mexico Branch	
Chris Hubbard chris_hubbard@sil.org	DeveloperTown Organization Admin	DeveloperTown None	<input checked="" type="checkbox"/>
	Kalaam Media No roles assigned	Kalaam Media None	

The Org Admin will be shown an Invite User page where they can input an email address, organization, roles, and groups for the invited user.

Invite User

Enter email address

user@example.com **1**

Organization

SIL International **2**

Assigned Roles and Groups

Organization Roles **3**

☒ App Builder

☐ Author

☐ Organization Admin

Group Memberships **4**

☐ Americas Group

☐ Asia Area

☐ AuSIL

☐ Cameroon Branch

☒ Language Software Development

☐ Mainland Southeast Asia Group

☐ Mexico Branch

☐ Roma Region

☐ The Seed Company

☐ Wycliffe Taiwan

5

Cancel

Send Invite

Manage Users

On the Manage Users screen, users can be invited, user roles/permissions can be changed, users can be added to groups, and users can be disabled.

Manage Users

+ Invite User

Search **1**



Name	Role 2	Groups 3	Active 4
Aidan Jones aejones4gm@gmail.com	SIL International Super Admin	SIL International Americas Group, Language Software Development	<input type="checkbox"/>
Aidan Jones (Alt) ogonivanovich@gmail.com	SIL International App Builder, Author	SIL International Language Software Development	<input checked="" type="checkbox"/>
Bill Dyck bill_dyck@sil.org	Kalaam Media App Builder	Kalaam Media None	<input checked="" type="checkbox"/>
	SIL International App Builder	SIL International Mainland Southeast Asia Group, Mexico Branch	

1	Search	Users can be searched
2	Role	This is where Super Admin, Org Admin, and App Builder roles assigned to a user are displayed. In the first example, the user (Chris Hubbard) belongs to two organizations. Users are able to have different roles for different

		organizations. Note, users can be assigned more than one role.
3	Groups	This column displays the groups to which a user is assigned for each organization of which the user is a member. Users are not assigned to groups automatically when they are added as a user. A user must be assigned a group in order to begin the workflow. Users may be in multiple groups.
4	Active	When the “active” toggle is turned off, the user will not be able to access Scriptoria. The user will receive a message upon trying to log in to Scriptoria again that they are able to do so, and prompting them to contact their Org Admin. Users who are inactive will not be deleted, and can be reactivated at any time. Users are prevented from locking themselves out of Scriptoria.

Modifying a User

To modify a user’s profile, roles, or group assignments, click on the user’s name in the Manage User screen. The following screen will be displayed:

User Settings: Chris Hubbard

User Profile

Organization Roles

Group Memberships

First name

Chris

Last name

Hubbard

Display Name

Chris Hubbard

Email

chris_hubbard@sil.org

Phone

Timezone

Select your timezone...

Notification Settings

I want to receive email notifications

☐

Profile visibility

My profile information is publicly viewable

☒

Active

☒

Save

This screen contains three tabs that update the profile, roles and groups associated with the user. In all cases, the administrator will be able to see all roles and groups associated with the user for any organization the user is a member of. He may only change those associated with organizations for which he is an administrator.

On this initial tab, the administrator can enter the user's name, email address, phone number and time zone information. The toggles specify whether the user wishes to be sent email notifications of outstanding tasks and whether their profile is to be viewable by all users. The information on this tab may also be entered via the "My Profile" option that displays when the user's icon is clicked on the top right of the screen.

Setting User Roles

Selecting the "Organization Roles" tab from the above screen displays the role selection tab shown below:

User Settings: Chris Hubbard

User Profile
Organization Roles
Group Memberships

DeveloperTown

☐ App Builder

☐ Author

☒ Organization Admin

Kalaam Media

☐ App Builder

☐ Author

☐ Organization Admin

SIL International

☐ App Builder

☐ Author

☐ Organization Admin

A list as shown above shows the roles to which the user is assigned for each organization which he is a member of. The toggle in front of the role may be selected to add or remove that role for this user.

Setting User Groups

Selecting the "Group Memberships" tab from this screen displays the group selection tab shown below:

User Settings: Chris Hubbard

User Profile
Organization Roles
Group Memberships

DeveloperTown☐ Development**Kalaam Media**☐ KAL Africa**SIL International**☐ Americas Group☐ Asia Area☐ AuSIL☐ Cameroon Branch☒ Language Software Development☐ Mainland Southeast Asia Group☐ Mexico Branch☐ Roma Region☐ The Seed Company☐ Wycliffe Taiwan

As with the role selection tab, moving the toggle in front of the group's name adds or removes the user from that group.