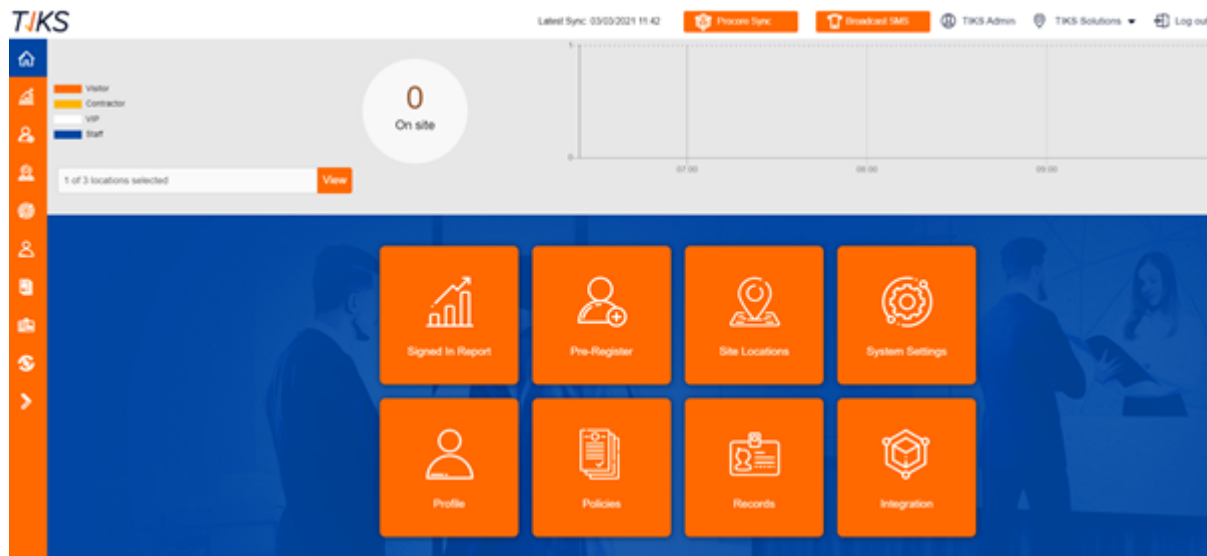
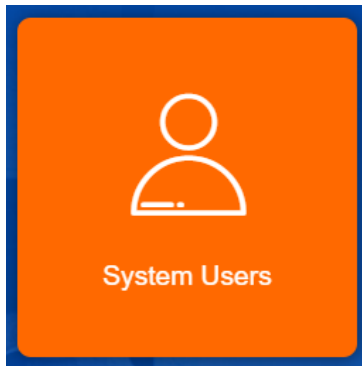


# How do I view the user permissions matrix?

From the Admin Dashboard, click the System Settings tile.



Then click the System Users tile.



You will see the below option.

System Users

Full Name

Email

+45+ Phone

Choose a role

1 of 3 locations selected

Bulk Import

View Matrix

Register

Then click on “View Matrix”. You can then see an overview of the various permissions for each user level.

Permissions Matrix		Level 1 Admin	Level 2 SOC	Level 3 Manager	Level 4 Staff	Level 5 Host Only
Signed in Report	Ability to filter and view reports	Y	Y	Y	N	N
	Ability to export reports	Y	Y	Y	N	N
	Ability to reprint users	Y	Y	Y	Y	N
Pre-Registered User	Ability to utilize all functionality that comes as part of this section e.g. additional visits. Systems should not allow for removals of visit.	Y	Y	Y	Y	N
VIP Status User	Ability to assign VIP status	Y	Y	Y	N	N
Location	Ability to add sites	Y	N	N	N	N
	Ability to edit site configurations	Y	N	N	N	N
	Ability to delete sites	Y	N	N	N	N
User	Ability to switch between sites	Y	Y	Y	Y	N
	Ability to add site inductions	Y	N	N	N	N
	Ability to schedule an Out Of Hours sign in message	Y	N	N	N	N
Other	Ability to view location	Y	Y	Y	Y	N
	Ability to add a user	Y	N	N	N	N
	Ability to edit user details	Y	N	N	N	N
Other	Ability to remove a user	Y	Y	N	N	N
	Ability to add user profile	Y	N	Y	N	N
	Ability to access logs	Y	Y	N	N	N
Other	Ability to send an SMS broadcast	Y	Y	N	N	N
	Ability to view permissions matrix	Y	Y	N	N	N
	Ability to view & edit global settings	Y	N	N	N	N
Other	Ability to view policy	Y	Y	Y	Y	N
	Ability to view trace	Y	N	N	N	N

Revision #1

Created 3 years ago by [Admin](#)

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