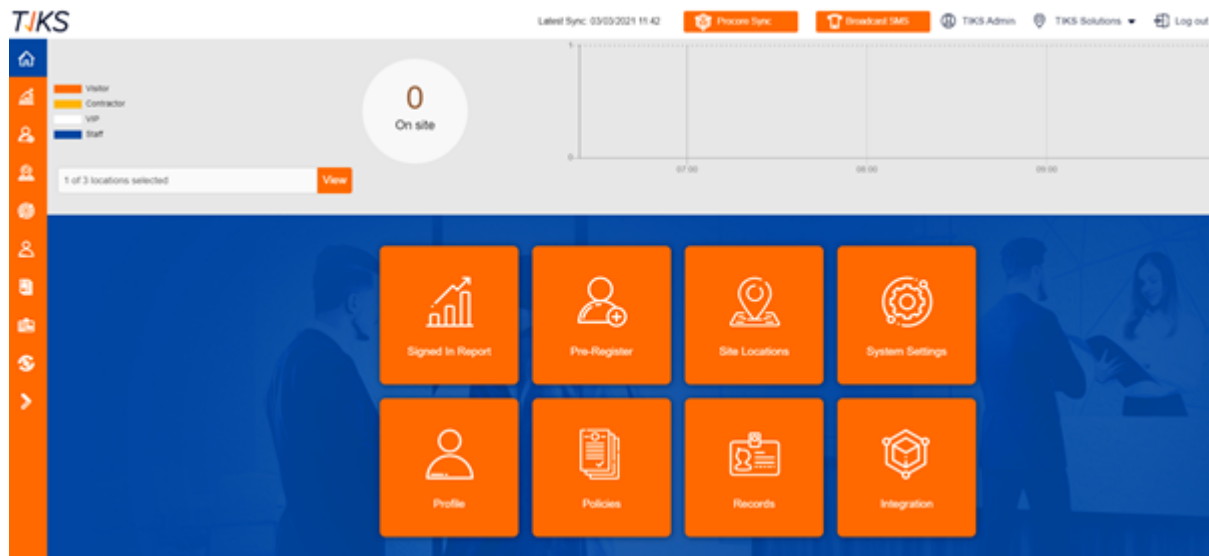
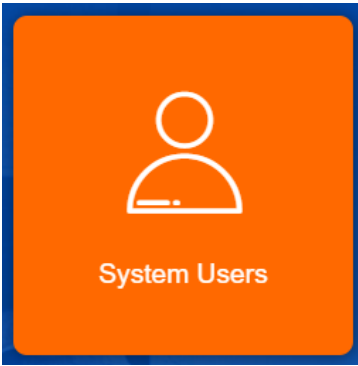


How do I view the user permissions matrix?

From the Admin Dashboard, click the System Settings tile.



Then click the System Users tile.



You will see the below option.



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 Head Only
Report	Ability to filter and view reports	Y	Y	Y	N	N
	Ability to export reports	Y	Y	Y	N	N
	Ability to request users	Y	Y	Y	Y	N
Pre-Registration 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
	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 instructions	Y	N	N	N	N
	Ability to schedule an Out Of Hours sign in message	Y	N	N	N	N
	Ability to view location	Y	Y	Y	Y	N
Other	Ability to add a user	Y	N	N	N	N
	Ability to edit user details	Y	N	N	N	N
	Ability to remove a user	Y	Y	N	N	N
	Ability to add user profiles	Y	N	Y	N	N
Other	Ability to access logs	Y	Y	N	N	N
	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
	Ability to view policy	Y	Y	Y	Y	N
Ability to view trace	Y	N	N	N	N	

Revision #1

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