

Informetica User Roles and Permissions

Legend: ✓ Always Enabled ☑ Can be Enabled or Disabled ✗ Unavailable

Account Management Permissions	Site Manager	Campus Admin	Campus Manager	Training Admin	Group Manager	Publisher	Instructor	Help Desk	Auditor	Learner	Proctor
	entity_2	entity_13	entity_6	entity_16	entity_5	entity_3	entity_4	entity_11	entity_14	entity_1	entity_15
Create Accounts	✓	☑	☑	☑	☑	☑	☑	x	x	x	x
View/Edit Account Details	✓	☑	☑	☑	☑	x	x	☑	x	x	x
View Account Details	x	☑	☑	☑	☑	x	x	☑	x	x	x
Activate/Disable Accounts	✓	☑	☑	☑	x	x	x	☑	x	x	x
Archive Accounts	✓	☑	☑	☑	x	x	x	☑	x	x	x
Delete Accounts	✓	x	x	x	x	x	x	x	x	x	x
Manage User's Groups	✓	☑	☑	☑	☑	x	x	☑	x	x	x
Manage User Notes	✓	☑	☑	☑	☑	x	x	☑	x	x	x
Manage User's Classifications	☑	☑	☑	☑	☑	x	x	☑	x	x	x
View/Grant User Exceptions	✓	☑	☑	☑	☑	☑	☑	☑	x	x	x
View User's Exceptions	✓	☑	☑	☑	☑	☑	☑	☑	x	x	x
Link User Accounts	☑	☑	☑	☑	☑	☑	☑	☑	x	x	x
View Profile Transcript	☑	☑	☑	☑	☑	x	x	☑	x	x	x
View Profile Access Codes	☑	☑	☑	☑	☑	x	x	☑	x	x	x

Product Enrolment Permissions	Site Manager	Campus Admin	Campus Manager	Training Admin	Group Manager	Publisher	Instructor	Help Desk	Auditor	Learner	Proctor
	entity_2	entity_13	entity_6	entity_16	entity_5	entity_3	entity_4	entity_11	entity_14	entity_1	entity_15
View/Manage Scheduling Tool	☑	☑	x	☑	x	☑	☑	x	x	x	x
View Scheduling Tool	x	☑	x	☑	x	☑	☑	x	x	x	x
Create/Apply/View Access Codes	✓	☑	☑	☑	☑	x	x	x	x	x	x
Apply/View Access Codes	✓	☑	☑	☑	☑	x	x	x	x	x	x
View Access Codes	x	☑	☑	☑	☑	x	x	x	x	x	x
Enrol Product via User Account	✓	☑	☑	☑	☑	x	x	☑	x	x	x
Import Accounts	✓	☑	☑	☑	☑	x	x	x	x	x	x
Import Product Enrolments	✓	☑	☑	☑	☑	x	x	x	x	x	x

Campus and User Group Management Permissions	Site Manager	Campus Admin	Campus Manager	Training Admin	Group Manager	Publisher	Instructor	Help Desk	Auditor	Learner	Proctor
	entity_2	entity_13	entity_6	entity_16	entity_5	entity_3	entity_4	entity_11	entity_14	entity_1	entity_15
Campus											
↳ Add/Remove	✓	x	x	x	x	x	x	x	x	x	x
↳ Add/Remove Users	✓	x	x	x	x	x	x	x	x	x	x
↳ Edit Default Campus	✓	☑	☑	☑	x	x	x	x	x	x	x
User Groups											
↳ Create	✓	☑	☑	☑	☑	x	x	x	x	x	x
↳ Delete	✓	☑	☑	☑	☑	x	x	x	x	x	x
↳ Add/Remove Users	✓	☑	☑	☑	☑	x	x	x	x	x	x
↳ Add/Remove Products	✓	☑	☑	☑	☑	x	x	x	x	x	x
↳ Add/View Bundles	✓	☑	☑	☑	☑	x	x	x	x	x	x
↳ Migrate Users	✓	☑	☑	☑	☑	x	x	x	x	x	x

Home Page Permissions	Site Manager	Campus Admin	Campus Manager	Training Admin	Group Manager	Publisher	Instructor	Help Desk	Auditor	Learner	Proctor
	entity_2	entity_13	entity_6	entity_16	entity_5	entity_3	entity_4	entity_11	entity_14	entity_1	entity_15
Create Home Pages	✓	x	x	x	x	x	x	x	x	x	x
Edit Home Pages	✓	☑	x	x	x	☑	x	x	x	x	x
View News/Events	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
↳ Create for Product	✓	☑	☑	☑	☑	x	x	x	x	x	x
↳ Create for Individuals	✓	☑	☑	☑	☑	x	x	x	x	x	x
↳ Create for User Group	✓	☑	☑	☑	☑	x	x	x	x	x	x
↳ Create System Wide	✓	x	x	x	x	x	x	x	x	x	x
↳ View Today	✓	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑

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Content Permissions	Site Manager	Campus Admin	Campus Manager	Training Admin	Group Manager	Publisher	Instructor	Help Desk	Auditor	Learner	Proctor
	entity_2	entity_13	entity_6	entity_16	entity_5	entity_3	entity_4	entity_11	entity_14	entity_1	entity_15
Create a Product	✓	☑☒	x	x	x	☑☒	x	x	x	x	x
Apply Due Date	☑☒	☑☒	x	x	x	x	x	☑☒	x	x	x
Apply Expiry	☑☒	☑☒	x	x	x	☑☒	x	x	x	x	x
Inactive courses	✓	☑☒	x	☑☒	x	✓	☑☒	x	x	x	x
Delete a Product	✓	x	x	x	x	x	x	x	x	x	x
Delete an Asset	✓	☑☒	x	x	x	✓	x	x	x	x	x
Media Library											
↳ Manage Global Library Files	✓	x	x	x	x	x	x	x	x	x	x
↳ Manage Local Library Files	✓	☑☒	x	x	x	☑☒	x	x	x	x	x
FTP Transfer Files	✓	x	x	x	x	x	x	x	x	x	x
View/Manage Bundles	☑☒	☑☒	☑☒	☑☒	☑☒	x	x	x	x	x	x
View Bundles	x	☑☒	☑☒	☑☒	☑☒	x	x	x	x	x	x
View Course Catalogue	x	☑☒	☑☒	☑☒	☑☒	☑☒	☑☒	☑☒	x	x	x
↳ Write Product Descriptions	✓	☑☒	x	x	x	☑☒	x	x	x	x	x
↳ Show/Hide Product	☑☒	☑☒	x	x	x	☑☒	x	x	x	x	x
↳ Disable Product Enolment	☑☒	☑☒	x	x	x	☑☒	x	x	x	x	x
Question Banks	☑☒	☑☒	x	x	x	☑☒	x	x	x	x	x
↳ Create Banks	☑☒	☑☒	x	x	x	☑☒	x	x	x	x	x
↳ Assign Banks	☑☒	x	x	x	x	x	x	x	x	x	x
↳ Modify Banks	☑☒	☑☒	x	x	x	☑☒	x	x	x	x	x
↳ Use Banks	☑☒	☑☒	x	x	x	☑☒	x	x	x	x	x
Reset SCORM, Tests	☑☒	☑☒	☑☒	☑☒	☑☒	x	x	☑☒	x	x	x

Desktop Product Utilities Permissions	Site Manager	Campus Admin	Campus Manager	Training Admin	Group Manager	Publisher	Instructor	Help Desk	Auditor	Learner	Proctor
	entity_2	entity_13	entity_6	entity_16	entity_5	entity_3	entity_4	entity_11	entity_14	entity_1	entity_15
Utilities Menu	x	☑☒	☑☒	☑☒	☑☒	☑☒	☑☒	x	x	☑☒	x
↳ Scheduling Tool	x	☑☒	☑☒	☑☒	☑☒	☑☒	☑☒	x	x	☑☒	x
↳ Product Results	x	☑☒	☑☒	☑☒	☑☒	☑☒	☑☒	x	x	☑☒	x
↳ Create User	x	☑☒	☑☒	☑☒	☑☒	☑☒	☑☒	x	x	☑☒	x
↳ Compile Product	x	☑☒	☑☒	☑☒	☑☒	☑☒	☑☒	x	x	☑☒	x
↳ Learner List	x	☑☒	☑☒	☑☒	☑☒	☑☒	☑☒	x	x	☑☒	x

Instructor Led / Manual Grade Permissions	Site Manager	Campus Admin	Campus Manager	Training Admin	Group Manager	Publisher	Instructor	Help Desk	Auditor	Learner	Proctor
	entity_2	entity_13	entity_6	entity_16	entity_5	entity_3	entity_4	entity_11	entity_14	entity_1	entity_15
Manually Grade Items	✓	✓	x	✓	x	✓	✓	x	x	x	x
Course Scheduling Tool	☑☒	☑☒	x	☑☒	x	☑☒	☑☒	x	x	x	x
↳ Email	☑☒	☑☒	x	☑☒	x	☑☒	☑☒	x	x	x	x
↳ Email Class Roster	☑☒	☑☒	x	☑☒	x	☑☒	☑☒	x	x	x	x
↳ View Learner List	☑☒	☑☒	x	☑☒	x	☑☒	☑☒	x	x	x	x
My Registrations (Catalogue)	x	☑☒	☑☒	☑☒	☑☒	☑☒	☑☒	x	x	☑☒	x
↳ Enrol to Course	x	☑☒	☑☒	☑☒	☑☒	☑☒	☑☒	x	x	☑☒	x
↳ Drop Course	x	☑☒	☑☒	☑☒	☑☒	☑☒	☑☒	x	x	☑☒	x
↳ View only	x	☑☒	☑☒	☑☒	☑☒	☑☒	☑☒	x	x	☑☒	x

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Records and Import Permissions	Site Manager	Campus Admin	Campus Manager	Training Admin	Group Manager	Publisher	Instructor	Help Desk	Auditor	Learner	Proctor
	entity_2	entity_13	entity_6	entity_16	entity_5	entity_3	entity_4	entity_11	entity_14	entity_1	entity_15
Manage Affidavits	✓	☑☒	x	x	x	☑☒	x	x	x	x	x
Manage E-Signatures	☑☒	☑☒	x	x	x	☑☒	x	x	x	x	x
View Supplemental Training	☑☒	☑☒	☒	☒	☒	x	x	x	x	x	x
Manage Suppl. Training	☑☒	☑☒	☒	☒	☒	x	x	x	x	x	x
My Experience	x	☑☒	☑☒	☑☒	☑☒	☑☒	☑☒	☑☒	x	x	☑☒
↳ Approve Submissions	x	☑☒	☑☒	☑☒	☑☒	☑☒	☑☒	x	x	x	x
Manage Certifications	✓	x	x	x	x	x	x	x	x	x	x
↳ Manage Recertifications	☑☒	x	x	x	x	x	x	x	x	x	x
Manually Award Certification	☑☒	x	x	x	x	x	x	x	x	x	x
Remove Profile Certification	☑☒	x	x	x	x	x	x	x	x	x	x
View User Certifications	✓	☑☒	☑☒	☑☒	☑☒	☑☒	☑☒	☑☒	x	x	☑☒
↳ Create Certification Set	☑☒	☑☒	☑☒	☑☒	☑☒	x	x	x	x	x	x
Import Certifications	☑☒	☑☒	☑☒	☑☒	☑☒	x	x	x	x	x	x
Import Enrolments	☑☒	☑☒	☑☒	☑☒	☑☒	x	x	x	x	x	x
Import Module Grades	☑☒	☑☒	☑☒	☑☒	☑☒	x	x	x	x	x	x
Import SCORM Data	☑☒	☑☒	☑☒	☑☒	☑☒	x	x	x	x	x	x
Import Suppl. Training	☑☒	☑☒	☑☒	☑☒	☑☒	x	x	x	x	x	x
Import Users	☑☒	☑☒	☑☒	☑☒	☑☒	x	x	x	x	x	x
Import User Groups	☑☒	☑☒	☑☒	☑☒	☑☒	x	x	x	x	x	x

Reporting Permissions	Site Manager	Campus Admin	Campus Manager	Training Admin	Group Manager	Publisher	Instructor	Help Desk	Auditor	Learner	Proctor
	entity_2	entity_13	entity_6	entity_16	entity_5	entity_3	entity_4	entity_11	entity_14	entity_1	entity_15
Run Reports	✓	☑☒	☑☒	☑☒	☑☒	☑☒	☑☒	x	☑☒	x	☑☒
Appear on Reports	x	☑☒	☑☒	☑☒	☑☒	☑☒	☑☒	☒	x	✓	☑☒

Miscellaneous Permissions	Site Manager	Campus Admin	Campus Manager	Training Admin	Group Manager	Publisher	Instructor	Help Desk	Auditor	Learner	Proctor
	entity_2	entity_13	entity_6	entity_16	entity_5	entity_3	entity_4	entity_11	entity_14	entity_1	entity_15
Product Chat	x	☑☒	☑☒	☑☒	☑☒	☑☒	☑☒	☑☒	☑☒	☑☒	☑☒
Message Boards	x	☑☒	☑☒	☑☒	☑☒	☑☒	☑☒	x	x	☑☒	☑☒
↳ Post to Boards	x	☑☒	☑☒	☑☒	☑☒	☑☒	☑☒	x	x	☑☒	☑☒
↳ Assign Moderator	✓	☑☒	x	x	x	☑☒	x	x	x	x	x
↳ Moderator	x	☑☒	☑☒	☑☒	☑☒	☑☒	☑☒	x	x	☑☒	☑☒
Add Calendar Entry	✓	☑☒	☑☒	☑☒	☑☒	x	x	x	x	x	x