

# Roles and Permissions

There are currently **five different roles** that can be assigned to a user. The roles table below provides a quick breakdown of these:

Role	Permissions			
	Conduct Assessment	View / Edit Everything	View / Edit Reports	Edit NCs
<b>Admin</b>	Yes	Yes	Yes	Yes
<b>Site / Dept Admin</b>	Yes	Yes	Yes	Yes
<b>Executive</b>	Yes	No	Yes	No
<b>CAPA User</b>	Yes	No	No	Yes
<b>Auditor</b>	Yes	No	Yes	Yes
<b>Operative</b>	Yes	No	No	No

## Role Breakdown:

Further explanations of each of these roles are:

### Administrator:

- Full portal access.
- Can view/edit everything over every site and department.

### Site / Dept Admin

- Full portal access
- Can view/edit everything in relation to the site and department they have been made an admin of.

**Executive:**

- Sees a restricted dashboard for the site and departments they're associated to.
- Sees reports for the sites/departments they're associated to.

**CAPA:**

- Sees restricted dashboard for their associated site and department.
- Can view and edit CAPAs relevant to them.

**Auditor:**

- Sees restricted dashboard for the sites and departments they have been associated to.
- Can view and edit CAPAs relevant to them.
- Can view and edit completed Audit reports relevant to them.

**Operative:**

- Can only conduct assessments on the App and Desktop view via the portal.

**PLEASE NOTE :**

All these roles can conduct assessments on the app and the portal. Only the Administrator has full access to "Manage Users". The Site/Department Admin can add and amend users within their own site and department.