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
Admin	Yes	Yes	Yes	Yes
Site / Dept Admin	Yes	Yes	Yes	Yes
Executive	Yes	No	Yes	No
CAPA User	Yes	No	No	Yes
Auditor	Yes	No	Yes	Yes
Operative	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.