

## Administrator Permissions by Role

	Site Admin	Lead Admin		Support Admin		Course Admin	
	Organization Level	Top Level	Sub Level	Top Level	Sub Level	Top Level	Sub Level
Accreditation Manager	X						
Announcement Manager	X		X		X		X
Assessment Manager	X		X		X		X
Batch Registration Manager	X		X		X		X
Conference Presenter	X						
Conference Presenter Approver	X						
Course Approval Manager	X					X	
Course Attendance Manager	X		X		X		X
Course Certificate Manager	X		X		X		X
Course Provider Approver	X						
Course Registration Approval	X		X		X		X
Course Reviews Manager	X		X				X
Course Session Manager	X		X		X		X
Discussion Manager	X						
Email Manager	X						
Evaluation Manager	X		X		X		X
Library Administrator	X						
Link Manager	X						
Live Event Manager	X		X		X		X
Location Manager	X		X		X		X
Non-Train Event Manager	X		X		X		X
Non-Train Event Poster	X		X		X		X
Permission Manager	X						
Portfolio Manager	X						
Report Manager	X	X			X	X	
Resources Manager	X						
Survey Manager	X						
Survey Reviewer	X						
Training Plan Manager	X	X			X		
*User Account Manager	X	X		X		X	

\* Top level for this permission includes Florida - General

# Permission Descriptions

Role Name	Description
Accreditation Manager	Users assigned to this role can access, edit, and add new and existing accreditations under the Admin - Courses - Accreditations menu.
Announcement Manager	Creates, modifies Announcements; assigns them to groups. This role allows users to add announcements either on the Home page or from the Admin - Announcements menu.
Assessment Manager	This role allows users to add and edit assessment question categories; add and edit questions in those categories; and assign assessments and assessment questions to courses. Users with this role can add assessments to courses in the Course Search or Admin - Courses - Course List menu. To add assessment question categories and questions, users will have access to the Admin - Courses - Assessments menu.
Batch Registration Manager	Allows administrators to upload multiple users to a course, even if that course is expired. This is done from the course details page. It also allows admins to upload users in the Admin - Users - Upload Users interface.
Conference Presenter	This role allows users to be listed within a conference session as the presenter for that session. Users who are approved for this role will appear in a dropdown menu within the conference session interface. Users who have this role approved will also be able to manage their Conference Presenter profile, bio, and presenter materials. This role must be applied for by the user under "My Account."
Conference Presenter Approver	Approves users who request the Conference Presenter role. This is available in the Admin - Approvals interface.
Course Approval Manager	Adds, modifies courses. Approves or declines new courses. This is available in the Admin - Approvals interface or the Admin - Course List interface by opening the course wizard.
Course Attendance Manager	Verifies Course Attendance. Sets the Completed Verified status for users registered for the course. Can access the Admin - Users - Verifications interface.
Course Certificate Manager	Creates, modifies Certificates; assigns them to groups for use in courses. This function is available in the Admin - Courses - Certificates interface.
Course Provider Approver	Approves or declines user requests to become a course provider, using the Admin - Approvals interface.
Course Registration Approval	Approves or declines course registrations for courses requiring approval, using the Admin - Approvals interface.
Course Reviews Manager	Activates/deactivates course reviews in the course details page.
Course Session Manager	Adds, modifies course sessions. This allows admins to add session to courses that they did not necessarily create. If the course is available for the same group to which this role is assigned, admins will be able to open the sessions interface for the course and add/edit available sessions.
Discussion Manager	Creates, modifies Discussion Topics; assigns them to groups. To create a discussion topic, admins have available the Admin - Discussions interface and also the Discussion Boards tab.
Email Manager	Can access the email utility and send emails to users in the assigned group. This is available in the Admin - Utilities - Email Utility interface. Admins with this role will be able to email any users also assigned to the group to which the role is assigned.
Evaluation Manager	This role allows users to add and edit evaluations question categories; add and edit questions in those categories; and assign evaluations and evaluation questions to courses. Users with this role can add evaluations to courses in the Course Search or Admin - Courses - Course List menu. To add evaluations question categories and questions, users will have access to the Admin - Courses - Evaluations menu.
Library Administrator	Modifies LCMS item descriptions; assigns LCMS items to groups; approves LCMS items submitted by users. Management for the LCMS is available in the Admin - LCMS interface as well as under the LCMS tab.
Link Manager	This role allows users access to add and edit items listed under the Admin - Spotlight interface. Links posted here appear on the TRAIN home page for the appropriate groups.
Live Event Manager	Receives monthly notifications of new events via email.

<b>Location Manager</b>	This role allows access to the Admin - Courses - Session Locations interface. Users with this role will be able to add session locations that can later be selected when creating session schedules. Location manager cannot necessarily create session schedules.
<b>Non-Train Event Manager</b>	Approves, manages Non-Train events in the Admin - Approvals and Admin --> Non-Train Events interfaces.
<b>Non-Train Event Poster</b>	Adds, modifies Non-Train events in the Admin - Non-Train Events interface.
<b>Permission Manager</b>	This role allows administrators to access the user list and assign administrative role to users. This is available in the Admin - Users - User List interface.
<b>Portfolio Manager</b>	This role allows administrators to set course visibility independent of what the course provider might have set. This is accessible in the Admin - Courses - Course Availability interface.
<b>Report Manager</b>	Accesses reports of aggregate data about site usage, and Excel exports of raw site usage data. Can also access the Ad-Hoc report interface. Both of these options are available under the Admin - Reports menu.
<b>Resources Manager</b>	Modifies document descriptions; assigns documents to groups; approves documents submitted by users. This role allows access to the Admin - Resources interface and some admin functions under the Resources tab.
<b>Survey Manager</b>	Survey Managers can create new and manage existing surveys under the Admin - Surveys interface.
<b>Survey Reviewer</b>	Allows user to perform reviews of surveys after a user has submitted a public review survey for review.
<b>Training Plan Manager</b>	This role allows users to create and assign Training Plans to users. This is managed in the Admin – Courses - Training Plan interface
<b>User Account Manager</b>	Creates, modifies User Accounts; assigns users to groups via the Admin - Users - User List interface.