

Default Permission Groups

October 20, 2023



Listed Item	Description	Admin	Manager	Contributor	Viewer
		ON / OFF	ON / OFF	ON / OFF	ON / OFF
Homepage					
Create Homepage	Customize and edit the eCompliance homepage (these changes propagate down the site tree unless a sub-site has its own customized homepage)	ON	OFF	OFF	OFF
Contractor Management					
Create Companies	Allows you to create a sub-contractor or company within the module	ON	OFF	OFF	OFF
View Companies	View the list of 'companies'	ON	OFF	OFF	OFF
Manage Companies	Edit the list of companies	ON	OFF	OFF	OFF
Site Administration					
Create Site	Create a new site in the site tree	ON	OFF	OFF	OFF
Modify Site	Edit and reorder sites in the site tree	ON	OFF	OFF	OFF
Account Manager	Change logo on site, input employee hours, view audit trail log	ON	OFF	OFF	OFF
User Administration					
Create and manage invitations	Create new log-in users	ON	ON	OFF	OFF
Manage Membership	Edit and delete users	ON	ON	OFF	OFF
Manage Job Profiles	Create and edit job profiles (linked to training and document distribution)	ON	OFF	OFF	OFF
Create User with Username	Create a new log-in user with a username instead of an email address	ON	OFF	OFF	OFF
Site Program					
Modify Program	Assign a program to a site (these are H&S based programs and steps to be used as a guide)	ON	ON	OFF	OFF
View Program	View the program tab	ON	ON	ON	ON
Action Items					

Create Action Item	Create an action item for the site you are at	ON	ON	ON	OFF
Change Any Action Item	Ability to edit any action item that is not completed	ON	OFF	OFF	OFF
View All Action Items	View all action items within the site you have access to	ON	ON	OFF	OFF
Own Action Item	View only your own action items	OFF	OFF	OFF	OFF
Reports					
Report Manager	Description coming soon	OFF	OFF	OFF	OFF
Safety Intelligence 2					
Edit Safety Intelligence (new) Reports	Ability to create your own reports and dashboards	ON	OFF	OFF	OFF
View Safety Intelligence (new) Reports	Ability to review and download existing reports and dashboards	ON	OFF	OFF	OFF
Documents					
View All Documents	View all public documents and documents uploaded at your site	ON	ON	ON	ON
Create And Edit Documents	Ability to add and edit documents you add	ON	ON	OFF	OFF
Delete Documents	Ability to delete documents	ON	OFF	OFF	OFF
View Documents Assigned by Acknowledgment And Nothing Else	View only documents assigned to you	OFF	OFF	OFF	OFF
Inspections					
Share Inspection Template	Description coming soon	ON	ON	OFF	OFF
Conduct Inspections	Ability to conduct inspections	ON	ON	ON	OFF
View All Inspections	Ability to view all inspections submitted at the site you have access to	ON	ON	OFF	OFF
SignOff Inspections	Ability to sign off inspections at the site you have access to (will then as default receive notifications when forms are submitted)	ON	ON	OFF	OFF
Create and Modify Any Inspection Template	Ability to create a new inspection template, publish it and edit it	ON	OFF	OFF	OFF
Delete Any Inspection	Delete an inspection template	ON	OFF	OFF	OFF

Schedule Inspections	Schedule inspections for specific employees or job profiles on various frequencies	ON	ON	OFF	OFF
Edit Any Inspection	Edit any inspection submitted at your site (prior to sign off)	ON	OFF	OFF	OFF
SignOff Any Inspection	Ability to sign off any inspection	ON	OFF	OFF	OFF
Incidents / Hazards					
Share Incident Template	Description coming soon	ON	ON	OFF	OFF
Conduct Incidents	Ability to conduct incidents	ON	ON	ON	OFF
View all Incidents	Ability to view all incidents submitted at the site you have access to	ON	ON	OFF	OFF
SignOff Incidents	Ability to sign off incidents at the site you have access to (will then as default receive notifications when forms are submitted)	ON	ON	OFF	OFF
Create and Modify any Incident Template	Ability to create a new incident template, publish it and edit it	ON	OFF	OFF	OFF
Delete any Incident	Delete an incident template	ON	OFF	OFF	OFF
Edit Any Incident / Hazard	Edit any incident submitted at your site (prior to sign off)	ON	OFF	OFF	OFF
SignOff any Incident	Ability to sign off any incident	ON	OFF	OFF	OFF
Meetings					
Share Meeting Template	Description coming soon	ON	ON	OFF	OFF
Conduct Meetings	Ability to conduct meetings	ON	ON	ON	OFF
View all Meetings	Ability to view all meetings submitted at the site you have access to	ON	ON	OFF	OFF
SignOff Meetings	Ability to sign off meetings at the site you have access to (will then as default receive notifications when forms are submitted)	ON	ON	OFF	OFF
Create and Modify any Meeting Template	Ability to create a new meeting template, publish it and edit it	ON	OFF	OFF	OFF
Delete any Meeting	Delete a meeting template	ON	OFF	OFF	OFF
Edit any Meeting	Edit any meeting submitted at your site (prior to sign off)	ON	OFF	OFF	OFF
SignOff any Meeting	Ability to sign off any incident	ON	OFF	OFF	OFF
Hazard Assessment					

Delete Hazard Assessment	Delete a draft or published Hazard Assessment	ON	ON	OFF	OFF
Create or Edit Hazard Assessment	Create a new hazard assessment or edit a draft or published one at your site	ON	ON	OFF	OFF
Administrate Hazard Assessment	Ability to add to the library of controls and descriptions, change risk rating matrix	ON	OFF	OFF	OFF
Edit any Hazard Assessment	Edit any Hazard Assessments (not just the ones at your site)	ON	OFF	OFF	OFF
Delete any Hazard Assessment	Delete any Hazard Assessments (not just the ones at your site)	ON	OFF	OFF	OFF
Contractor Administrator					
Contractor Administrator	Description coming soon	OFF	OFF	OFF	OFF
Training					
Training Manager	Ability to create course names, view training reports, import capabilities	ON	ON	OFF	OFF
View Training	View list of employees at your site and their training requirements/completion	ON	ON	OFF	OFF
View my Trainings	View just your own training	OFF	OFF	OFF	OFF
Organization					
Create and Edit Custom Permission Group	Ability to create and edit new permission groups	ON	OFF	OFF	OFF
Recordable Injury					
Injury Investigator	Permission no longer in use	OFF	OFF	OFF	OFF
Employee Hours					
View Employee Hours	View employee hours inputted	ON	OFF	OFF	OFF
Edit Employee Hours	Input and edit employee hours	ON	OFF	OFF	OFF
Assets					
View Assets	View list of uploaded assets for your site	OFF	OFF	OFF	OFF
Edit Assets	Edit assets at your site	OFF	OFF	OFF	OFF
Manage Assets	Create new asset type groups, assets, and attributes	OFF	OFF	OFF	OFF