

**ASSIGNEE LEVEL USER (DEFAULT SETTINGS)**

**NOTE: Individuals with Assignee level access can only see the issues that are assigned or that they are the owner.**

Audit/Issue Access	Dashboard	Audits	Issues	Files	Reports	Admin
NA	<p>Enabled</p> <p>Assigned to me Issues I own Open Issues by Priority Open Issues by Priority Past Due Issues by Priority Issues I Follow</p> <p><b>Disabled</b></p> <p>Recent comments Issues by Audit Issue by Department</p>	Tab: Disabled (None)	<p>Tab: Available (read)</p> <p><b>Enabled Functions</b>                      Edit: (R/W)                      Filter: (R/W)                      Additional Users: (R/W)                      Assigned: (R/W)                      Actual Resolution Date: (R/W)                      New Comment: (R/W)                      New File: (R/W)                      Existing File: (R/W)                      Audit: (R/W)                      County: (R/W)                      Custom Field: (R/W)                      Date: (R/W)                      Department: (R/W)                      Description: (R/W)                      Name: (R/W)                      Owner: (R/W)                      Percent Complete: (R/W)                      Priority: (R/W)                      Recommendation: (R/W)                      Region: (R/W)                      Related Issues: (R/W)                      Repeat Issue: (R/W)                      Requirement: (R/W)                      Resolution: (R/W)                      Root Cause: (R/W)                      Status: (R/W)                      Tags: (R/W)                      Target Resolution Date: (R/W)</p> <p><b>View Only</b>                      Custom Columns: (read)                      History: (read)</p> <p><b>Disabled Functions</b>                      Add: Enabled (none)                      Add User: (none)                      Delete: Disabled (none)                      Archive: Disabled (none)                      Save Layout: Disabled (none)                      Verification: (none)</p>	Tab: Disabled (None)	Tab: Disabled (None)	Tab: Disabled (None)

**MANAGER LEVEL USER (DEFAULT SETTINGS)**

Audit/Issue Access	Dashboard	Audits	Issues	Files	Reports	Admin
<p>Can be filtered</p> <p>No default limits set</p>	<p>All Enabled</p>	<p>Tab: Available (read)</p> <p><b>Enabled Functions</b>                      Add: (R/W)                      Edit: (R/W)                      Filter: (R/W)                      Archive: (R/W)                      Custom Columns: (R/W)</p> <p><b>View Only</b>                      Custom Fields (Read)</p> <p><b>Disabled Functions</b>                      Delete:(none)                      Save Layout: (none)</p>	<p>Tab: Available (read)</p> <p><b>Enabled Functions</b>                      Add: (R/W)                      Edit: (R/W)                      Archive: (R/W)                      Filter: (R/W)                      Additional Users: (R/W)                      Assigned: (R/W)                      Actual Resolution Date: (R/W)                      Add User: (R/W)                      New Comment: (R/W)                      New File: (R/W)                      Existing File: (R/W)                      Audit: (R/W)                      County: (R/W)                      Custom Field: (R/W)                      Date: (R/W)                      Department: (R/W)                      Description: (R/W)                      Name: (R/W)                      Owner: (R/W)                      Percent Complete: (R/W)                      Priority: (R/W)                      Recommendation: (R/W)                      Region: (R/W)                      Related Issues: (R/W)                      Repeat Issue: (R/W)                      Requirement: (R/W)                      Resolution: (R/W)                      Root Cause: (R/W)                      Status: (R/W)                      Tags: (R/W)                      Target Resolution Date: (R/W)                      Verification: (R/W)</p> <p><b>View Only</b>                      Custom Columns: (read)                      History: (read)</p> <p><b>Disabled Functions</b>                      Delete: (none)                      Save Layout: Disabled (none)</p>	<p>Tab: Available (read)</p> <p><b>Enabled Functions:</b>                      Add/Edit: (R/W)</p> <p><b>Disabled Functions</b>                      Delete: (none)</p>	<p>Tab: Available (read)</p> <p><b>Enabled Functions:</b>                      Add/Edit: Enabled (R/W)</p> <p><b>Disabled Functions:</b>                      Delete: (none)</p>	<p>Tab: Disabled (None)</p>

**USER LEVEL USER (DEFAULT SETTINGS)**

Audit/Issue Access	Dashboard	Audits	Issues	Files	Reports	Admin
<p>Can be filtered</p> <p>No default limits set</p>	<p>All Enabled</p>	<p>Tab: Available (read)</p> <p><b>Enabled Functions</b>                      Add: (R/W)                      Edit: (R/W)                      Filter: (R/W)                      Custom Columns: (R/W)</p> <p><b>View Only</b>                      Custom Fields (Read)</p> <p><b>Disabled Functions</b>                      Delete:(none)                      Archive: (None)                      Save Layout: (none)</p>	<p>Tab: Available (read)</p> <p><b>Enabled Functions</b>                      Add: (R/W)                      Edit: (R/W)                      Filter: (R/W)                      Additional Users: (R/W)                      Assigned: (R/W)                      Actual Resolution Date: (R/W)                      Add User: (R/W)                      New Comment: (R/W)                      New File: (R/W)                      Existing File: (R/W)                      Audit: (R/W)                      County: (R/W)                      Custom Field: (R/W)                      Date: (R/W)                      Department: (R/W)                      Description: (R/W)                      Name: (R/W)                      Owner: (R/W)                      Percent Complete: (R/W)                      Priority: (R/W)                      Recommendation: (R/W)                      Region: (R/W)                      Related Issues: (R/W)                      Repeat Issue: (R/W)                      Requirement: (R/W)                      Resolution: (R/W)                      Root Cause: (R/W)                      Status: (R/W)                      Tags: (R/W)                      Target Resolution Date: (R/W)                      Verification: (R/W)</p> <p><b>View Only</b>                      Custom Columns: (read)                      History: (read)</p> <p><b>Disabled Functions</b>                      Delete: (none)                      Archive: (none)                      Save Layout: Disabled (none)</p>	<p>Tab: Available (read)</p> <p><b>Enabled Functions:</b>                      Add/Edit: (R/W)</p> <p><b>Disabled Functions</b>                      Delete: (none)</p>	<p>Tab: Available (read)</p> <p><b>Enabled Functions:</b>                      Add/Edit: Enabled (R/W)</p> <p><b>Disabled Functions:</b>                      Delete: (none)</p>	<p>Tab: Disabled (None)</p>

**VIEW ONLY LEVEL USER (DEFAULT SETTINGS)**

Audit/Issue Access	Dashboard	Audits	Issues	Files	Reports	Admin
<p>Can be filtered</p> <p>No default limits set</p>	<p><b>Enabled</b></p> <p>Add/Remove: (R/W) Assigned to Me Issue I Own Open Issues by Age Open Issue by Priority Past Due Issue by Age Period Status Activity</p> <p><b>Disabled:</b> Recent Comments Issue by Department Issue I Follow Issue By Audit</p>	<p>Tab: Available (read)</p> <p><b>Enabled Functions</b> Filter: (R/W)</p> <p><b>View Only</b> Custom Fields (Read)</p> <p><b>Disabled Functions</b> Add: (none) Edit: (none) Delete:(none) Archive: (None) Custom Columns: (none) Save Layout: (none)</p>	<p>Tab: Available (read)</p> <p><b>Enabled Functions</b> Filter: (R/W) Additional Users: (R/W) Assigned: (R/W) Actual Resolution Date: (R/W) Add User: (R/W) New Comment: (R/W) New File: (R/W) Existing File: (R/W) Audit: (R/W) County: (R/W) Custom Field: (R/W) Date: (R/W) Department: (R/W) Description: (R/W) Name: (R/W) Owner: (R/W) Percent Complete: (R/W) Priority: (R/W) Recommendation: (R/W) Region: (R/W) Related Issues: (R/W) Repeat Issue: (R/W) Requirement: (R/W) Resolution: (R/W) Root Cause: (R/W) Status: (R/W) Tags: (R/W) Target Resolution Date: (R/W) Verification: (R/W)</p> <p><b>View Only</b> History: (read)</p> <p><b>Disabled Functions</b> Add: (none) Edit: (none) Delete: (none) Archive: (none) Custom Columns: (none) Save Layout: Disabled (none)</p>	<p>Tab: Available (read)</p> <p><b>Enabled Functions:</b> Add/Edit: (R/W)</p> <p><b>Disabled Functions</b> Delete: (none)</p>	<p>Tab: Available (read)</p> <p><b>Enabled Functions:</b> Add/Edit: Enabled (R/W)</p> <p><b>Disabled Functions:</b> Delete: (none)</p>	<p>Tab: Disabled (None)</p>

**NO ACCESS LEVEL USER (DEFAULT SETTINGS)**

Audit/Issue Access	Dashboard	Audits	Issues	Files	Reports	Admin
NA	None	None	None	None	None	None

NOTE: This account is used to be able to have an "assignee" listed on an issue, but not give that individual access to the system or receive any automatic notifications.