

RelianSys®  
Transforming Governance

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# User Permissions

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System Owner & Cross  
Module Report

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## What does System Owner let me do?

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The System Owner has Administrator rights across all the Modules you subscribe to. System Owner is a new category of user; it does not cancel out your set levels of permissions for existing Limited Users, Standard Users, Basic Users, Super Users or Administrators.

With your security in mind, this upgrade enables the System Owner to restrict Administrators and other Users within specific Modules and to determine the permission level they have within a Module. This assures confidentiality, probity and information security across the RelianSys® Governance Suite (RGS).

## Why have we made these changes?

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We know that our clients use our software in varying ways. That's what makes RGS great for dealing with Governance responsibilities. Previously, Administrators had to log in via each separate Module to change permission levels for all their Users, such as when you need to give a User different level of access, or when employees come and go.

If you're using more than one Module, you'll know that there can be different Administrators across different Modules; for example your Administrator for Delegations may not be the same Administrator for Compliance. The best way to be able to manage this in a secure way is for Admin permissions to be controlled by one overarching authority; one nominated person called the 'System Owner'. This will be the key person in charge of your Governance software.

## I want more than one System Owner because my Administrators are working in unrelated areas of the organisation, is this okay?

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Only one individual can be set up as the System Owner. No one will lose their Administrator access by having the System Owner set up. It just means that when you need to change an Administrator, this task will be done by the System Owner.

Administrators can still set permission levels for Limited Users, Standard Users, Basic Users, Super Users; this has not changed.

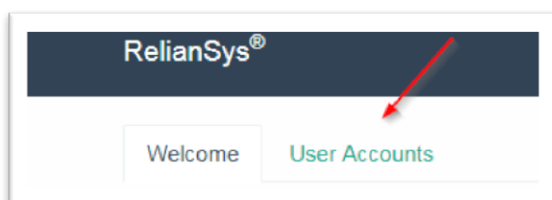
## Where has adding/editing a user gone?

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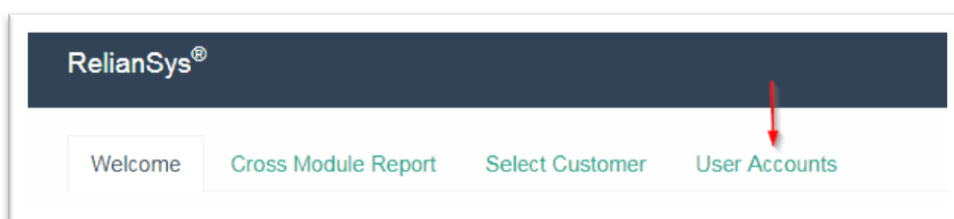
Adding/editing a User used to live under Settings from the Top navigation bar once inside a Module. This has now moved.

If you have the required level of access to change User Accounts, you will see this option when you log into your Organisation's account, in the top navigation bar. The menu is next to the *Welcome* tab, called *User Accounts*. If you are the System Owner, you will also see *Select Customer* and *Cross Module Report* in the navigation bar.

This is the Administrator's view:



This is the System Owner's view:



If your Users do not see this option and require more access than they currently have, your System Owner and Administrators can change their level of access.

## What do all the Permissions Levels mean?

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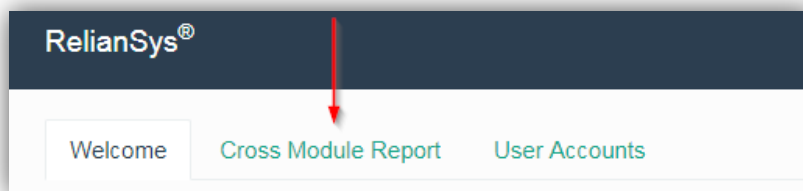
There is a separate FAQ that explains the functionality available for each Permission Level in each Module. You can view these from the *Download Manuals & Resources* link viewable on your Home screen when logged into the RelianSys software.

## What is the Cross Module Report? Why is it only available to System Owners?

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Organisations are increasingly managing Governance functions in a holistic way, and therefore need greater visibility of Governance tasks when working with a number of our Modules. The Cross Module Report is a summary report for Audit, Compliance and Risk Modules (where subscribed). You can now see Pending and Overdue Audit and Risk tasks, a snapshot view of Compliance Profile view and Compliance Due Status, all on one screen, by Responsible Position/User.

As this report has active data links, this feature is only available to System Owners in order to preserve the security and probity settings you have applied. You can access this Report from the top navigation tab upon logging in.



## Why are some of the subscribed modules greyed out for my Users?

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Your Users can only access Modules that they have been given the sufficient privileges to access. To change their levels of access, they will need to request it from an Administrator or the System Owner.

## How do I change my nominated System Owner?

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The System Owner can only be changed by an authorised contact in your organisation by contacting us directly. You can reach RelianSys via phone on 1300 793 905 or via [email](#).