

RelianSys®
Transforming Governance

Permission Levels

Across the RelianSys®
Governance Suite

Contents

- 1. Audit..... 3
- 2. Authorisations 4
- 3. Compliance..... 5
- 4. Delegations..... 6
- 5. Incident..... 7
- 6. Risk 8
- 7. Monitor..... 9

1. Audit

	System Owner	Administrator	Super Users	Basic User	Standard User	Limited User
Change User Accounts Permissions	✓*	✓*	×	×	×	×
Access Dashboard	✓	✓	✓	✓	✓**	✓**
Setup functions	✓	✓	×	×	×	×
Add/Delete/Archive Register	✓	✓	×	×	×	×
User Access	✓	✓	×	×	×	×
Create/Edit Audits	✓	✓	✓	×	×	×
Allocate Auditors	✓	✓	✓	×	×	×
Sign Off Audits	✓	✓	✓**	✓**	×	×
Archive/Delete Audits	✓	✓	✓	×	×	×
See Status History	✓	✓	×	×	×	✓
See Audit History	✓	✓	✓	✓	×	✓
Add Notes	✓	✓	×	×	×	×
Add Attachments	✓	✓	✓	✓	×	×
Create Tasks	✓	✓	✓	✓	×	×
Edit Task	✓	✓	✓	✓	✓**	×
Archive/Delete Tasks	✓	✓	✓	✓	×	×
Task Email Management	✓	✓	✓	✓	×	×
Task Print View	✓	✓	✓	✓	✓**	×
Open/Close Tasks	✓	✓	✓	✓**	✓**	×
Task History	✓	✓	✓	✓	✓	✓
Create/Edit Tags	✓	✓	×	×	×	×
Apply Tags	✓	✓	✓	✓	×	×
Access Report Menu	✓	✓	✓	✓	×	×
Search	✓	✓	✓	✓	×	×
User Login Tracking	✓	✓	×	×	×	×

* Cannot change System Owner

** Only those assigned to them

2. Authorisation

	System Owner	Administrator	Standard User
Change User Accounts Permissions	✓*	✓*	✗
View/Change Organisational Details	✓	✓	✗
Create Internal Templates	✓	✓	✗
Add/Deactivate Appointees	✓	✓	✗
Add/Delete Authorisation Source	✓	✓	✗
Create Authorisation	✓	✓	✗
Assign Appointees	✓	✓	✗
Approve Instruments	✓	✓	✗
Archive Instruments	✓	✓	✗
Delete Instruments	✓	✓	✗
Read Authorisations	✓	✓	✓
Export Authorisations	✓	✓	✓

*Cannot change System Owner

3. Compliance

	System Owner	Administrator	Super User	Basic User	Standard User	Limited User
Change User Accounts Permissions	✓*	✓*	✗	✗	✗	✗
Maintenance Setup functions	✓	✓	✗	✗	✗	✗
Read View of Obligations	✓	✓	✓	✓	✗	✗
Add New Internal Register	✓	✓	✗	✗	✗	✗
Delete Internal Register	✓	✓	✗	✗	✗	✗
User Access	✓	✓	✗	✗	✗	✗
Hide/unhide Registers	✓	✓	✗	✗	✗	✗
Add/Edit Obligation	✓	✓	✓	✗	✗	✗
Reset Obligations	✓	✓	✓	✓	✗	✗
Duplicate Obligations	✓	✓	✗	✗	✗	✗
Hide/unhide individual Obligations	✓	✓	✓	✗	✗	✗
Assign Responsibility	✓	✓	✓	✗	✗	✗
Sign Off Obligations	✓	✓	✓*#	✓*#	✗	✗
Delete Internal Obligations	✓	✓	✓	✗	✗	✗
Edit Obligation Type	✓	✓	✓	✓	✗	✗
Add Explanatory Notes to Internal Obligation	✓	✓	✓	✗	✗	✗
Add Internal Notes to Obligation	✓	✓	✓	✗	✗	✗
Set Reminders	✓	✓	✓	✓	✗	✗
Add Supporting Info	✓	✓	✓	✓	✗	✗
Add Control Measures	✓	✓	✓	✓	✗	✗
Add Report to Obligation	✓	✓	✓	✓	✗	✗
Bulk Actions	✓	✓	✓	✓	✗	✗
Analytical Method	✓	✓	✓	✓	✓***	✗
Raise Tasks	✓	✓	✓	✓	✓	✗
Raise MAPs	✓	✓	✓	✓	✗	✗
Access/Edit MAP Tasks	✓	✓	✓	✓	✓	✓
Create Tags	✓	✓	✗	✗	✗	✗
Apply Tags	✓	✓	✓	✓	✗	✗
Edit Tags	✓	✓	✗	✗	✗	✗
See Obligation History	✓	✓	✓	✓	✗	✗
See Status History	✓	✓	✓	✗	✗	✗
Access AMR Report Menu	✓	✓	✓	✓	✗	✗
Search	✓	✓	✓	✓	✓**	✓**
User Login Tracking	✓	✓	✗	✗	✗	✗

* Cannot change System Owner

** Cannot Access Obligations

*** Cannot Edit

*# Only items allocated to them

4. Delegations

	System Owner	Administrator	Standard User	Authority
Change User Accounts Permissions	✓*	✓*	×	×
Add Register	✓	✓	×	×
Add/Delete/Export Title Groups	✓	✓	×	×
Add/ Delete Delegations Source	✓	✓	×	×
Access Library	✓	✓	×	✓
Access Subscribed Updates	✓	✓	×	×
Update/Change Provisions	✓	✓	×	×
Hide Provisions	✓	✓	×	×
Delete/Clear Provisions	✓	✓	×	×
Send Provisions for Approval	✓	✓	✓	✓
Approve Provisions	✓	✓	×	✓
Export Instruments	✓	✓	✓	×
Search	✓	✓	✓	✓
Access Instruments	✓	✓	✓	✓

*Cannot change System Owner

5. Incident

	System Owner	Administrator	Super User	Basic User	Standard User	Limited User
Change User Accounts Permissions	✓*	✓*	✗	✗	✗	✗
Maintenance Setup functions	✓	✓	✓	✓	✗	✗
Read view of Risks	✓	✓	✓	✓	✓	✓
Add Control Measures	✓	✓	✓	✓	✗	✗
Analytical Method	✓	✓	✓	✓	✗	✗
Raise CARs	✓	✓	✓	✓	✓	✗
Raise MAPs	✓	✓	✓	✓	✗	✗
Manage Risk registration	✓	✓	✓	✓	✗	✗
Add Risks	✓	✓	✓	✓	✗	✗
Access Report Menu	✓	✓	✓	✓	✗	✗
Maintenance Setup functions	✓	✓	✗	✗	✗	✗
Register allocation	✓	✓	✗	✗	✗	✗
Raise Incidents	✓	✓	✓	✓	✓	✓
Link Incidents to Risks	✓	✓	✓	✗	✗	✗
Access Incident Reports	✓	✓	✓	✗	✗	✗

* Cannot change System Owner

6. Risk

	System Owner	Administrator	Super User	Basic User	Standard User	Limited User
Change User Accounts Permissions	✓*	✓*	×	×	×	×
Maintenance Setup functions	✓	✓	×	×	×	×
Read view of Risks	✓	✓	✓	✓	✓	✓
Add New Register	✓	✓	×	×	×	×
Delete Register	✓	✓	×	×	×	×
User Access	✓	✓	×	×	×	×
Add/Edit Risks	✓	✓	✓	✓	×	×
Assess Risks	✓	✓	×	×	×	×
Duplicate Risks	✓	✓	×	×	×	×
Raise Incidents	✓	✓	✓	✓	×	×
Link Incidents to Risks	✓	✓	✓	×	×	×
Add Control Measures	✓	✓	✓	✓	×	×
Analytical Method	✓	✓	✓	✓	×	×
Raise Tasks	✓	✓	✓	✓	✓	×
Raise MAPs	✓	✓	✓	✓	×	×
Access Report Menu	✓	✓	✓	✓	×	×
Access Linked Incident Reports	✓	✓	✓	×	×	×
Search	✓	✓	✓	✓	✓	✓
User Login Tracking	✓	✓	×	×	×	×

*Cannot change System Owner

7. Monitor

	System Owner	Administrators	Super Users	Basic User	Standard User	Limited User
Change User Accounts Permissions	✓*	✓*	✗	✗	✗	✗
Access My Dashboard	✓	✓	✓	✓	✓	✓
Search	✓	✓	✓	✓	✓	✓
Register Management	✓	✓	✗	✗	✗	✗
Add/Edit Register	✓	✓	✗	✗	✗	✗
View Register	✓	✓	✓	✓	✓	✓
Archive/Delete Register	✓	✓	✗	✗	✗	✗
Export Register	✓	✓	✓	✓	✓	✓
Add/Edit Record	✓	✓	✓	✓	✗	✗
Add Attachment	✓	✓	✓	✓	✗	✗
See Attachment	✓	✓	✓	✓	✓	✓
Download Attachment	✓	✓	✓	✓	✓	✗
Reassign Users	✓	✓	✓	✓	✗	✗
Sign Off Records	✓	✓	✓	✓	✗	✗
View Records	✓	✓	✓	✓	✓	✓
Archive/Delete Records	✓	✓	✗	✗	✗	✗
Export Records	✓	✓	✓	✓	✓	✗
Add/Edit Task	✓	✓	✓	✓	✓**	✓
Action Task	✓	✓	✓	✓	✓	✗
View Task	✓	✓	✓	✓	✓	✓
Archive/Delete Task	✓	✓	✓	✗	✗	✗
Export Task	✓	✓	✓	✓	✓	✗
Run Report	✓	✓	✓	✓	✗	✗
User Register Access	✓	✓	✗	✗	✗	✗
Add/Delete Custom List	✓	✓	✗	✗	✗	✗
Add/Edit Positions	✓	✓	✗	✗	✗	✗
User Login Tracking	✓	✓	✗	✗	✗	✗

* Cannot change System Owner

** Limited access