

1 USER ROLES AND PERMISSIONS

Each user created on the system will receive a set of permissions based upon the role assigned to the usergroup they belong to. The table below describes the activities each role is allocated:

Role Access Permission Matrix	Admin Password	Rule Administrator	Team Manager	Investigator
Home Page				
View Home Page				
Access Data Loading Reports				Red
Action Application	Red			
Task Maintenance	Red			Red
Rule Admin	Red		Red	Red
List Maintenance	Red			
User Admin	Light Gray	Red	Red	Red
Library	Red			
Reports	Light Gray			Red
Search	Red			Light Gray
Action Application - View Task List				
View Other Users Tasks	Red			Red
Manually Add a New Application	Red			Light Gray
Expand Task List to Show User Progress	Red			Red
Show Tasks breakdown by date range and summary	Red			Light Gray
View Users/Groups Associated with a Task	Red			Red
Action Application - Applications to Action				
View Page	Red			
Change 'on-screen' application sort order	Red			
Filter applications by status	Red			
Action Application - Main Application				
View Page	Red			
Search for all applications with the same postcode	Red			
Tel number lookup	Red			
Expand Application Party Details	Red			
Action Application - Matches - Action New Application				
View Frame	Red			
Search for all application with the same postcode	Red			
Expand Application Party Details	Red			
Update Action Status	Red			
Set Reason Code	Red			
Add Diary Reminder	Red			
Add to a Fraud Ring from the available drop down list	Red	Light Gray		
Action Application - Matches - Matching Application				
Add Notes	Red			
View Frame	Red			
Expand Application Details for Matching Application	Red	Light Gray		
Action Application - Contact History				

View all page details	Red	Grey	Grey	Grey
Tel number lookup	Red	Grey	Grey	Grey
Add New Contact Details	Red	Grey	Grey	Red
Edit Existing Contact Details	Red	Grey	Grey	Red
Expand Application Party Details	Red	Grey	Grey	Grey
Expand Application Details for Matching Application	Red	Grey	Grey	Grey
Task Maintenance - Define Tasks				
Access Define Tasks Page	Red	Grey	Grey	Red
Create a Task	Red	Grey	Grey	Red
Modify a Task	Red	Grey	Grey	Red
Rename a Task	Red	Grey	Grey	Red
Make a Task Live	Red	Grey	Grey	Red
Task Maintenance - Task Users				
Assign Users to a Task and Tasks to a User	Red	Grey	Grey	Red
Modify Tasks/User Assignment	Red	Grey	Grey	Red
Rule Admin - Rule Admin				
Access Maintenance - Match and Validation Group	Red	Grey	Red	Red
Edit Match Group Name	Red	Grey	Red	Red
Edit Match Group Criteria	Red	Grey	Red	Red
Delete Match Group	Red	Grey	Red	Red
Edit Validation Group Name	Red	Grey	Red	Red
Edit Validation Group Criteria	Red	Grey	Red	Red
Delete Validation Group	Red	Grey	Red	Red
Rule Admin - Currently Live Rules				
View Live Rule Details	Red	Grey	Red	Red
Turn a Rule Off/On	Red	Grey	Red	Red
View Rule Summary	Red	Grey	Red	Red
Test a Live Rule	Red	Grey	Red	Red
Add Rule to Working Area	Red	Grey	Red	Red
Edit a Live Rule	Red	Grey	Red	Red
Delete Rule	Red	Grey	Red	Red
Rule Admin - Working Area				
Create a New Rule in Working Area	Red	Grey	Red	Red
Edit a Rule in the Working Area	Red	Grey	Red	Red
Test a Rule in Working Area	Red	Grey	Red	Red
Delete a Rule in Working Area	Red	Grey	Red	Red
Make a Rule from Working Area Live (either add a new rule or update an existing rule)	Red	Grey	Red	Red
Information Only Rule	Red	Grey	Red	Red
List Maintenance - Ignore Fields List				
View the Ignore Fields List	Red	Grey	Grey	Grey
Manually Add to Ignore Field List	Red	Grey	Grey	Red
List Maintenance - Ignore Fields Flagging Report				
Run automatic flagging report (unable to Add to List from report)	Red	Grey	Red	Red
Run automatic flagging report (able to Add to List from report)	Red	Grey	Red	Red
List Maintenance - Stop File				
Add to Stop File	Red	Grey	Grey	Red
View Stop File - able to edit or delete entries	Red	Grey	Grey	Red
Search across database using all available search criteria	Red	Grey	Grey	Grey

List Maintenance - Fraud Rings				
Add a Fraud Ring				
Reports				
Run available reports				
Task Report				
Operational Feedback Report				
Manual Application Promotion				
Rule Performance Report				
User Audit trail				
Workflow Management				
Rule Performance				
Data Loading Report				
Real Time Data Loading Report				
Diary Reminder Report				
Stop file Purge Report				
Real Time Outcome Report				
Data Feed Exception Report				
Library				
View documents from the library				
Delete documents from the library				
Field Name Maintenance				
Update Field Name Maintenance				

Legend:

Full Access

No Access