MasterControl™

6350 South 3000 East
Salt Lake City, Utah 84121

Document Number:

Title:

Notes:

Document Information:

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Document Number: SLS-WI-020	Type of Module to Configure ==>			Document								Training		Process	Projects			Supplier			Quality Events								BOMS				R
PORTAL Rights v11.7	**Portal Rights Descriptions**	**Master Control Version Introduced**	**MasterControl Version Obsoleted**	**SubAdmin**	**Doc Admin**	**Creator-Reviser**	**All Company**	**All Company-vo**	**Vault Reader**	**Vault View Only**		**Training Coordinator**	**Training Supervisor**		**Manage Projects**	**Reporter**	**View ONLY-**		**Manage Suppliers**	**Reporter**	**View ONLY-**		**CAPA Manager**	**CAPA Coordinator**	**CAPA-QA**	**CAPA Process Owner**	**CAPA Participant**	**CAPA Approver**			**Manage BOMS**	**Reporter**	**View ONLY-**		**Manage Risk**
Audit Log	Search for and view any change that has been made to the system through the Audit Log. View the Audit Log landing page link on the Home Page Link list page.	11.0		X																		X	X										
Audit Settings	Set the level to which MasterControl Portal will track changes to the system.	11.0																															
Certify Password	When a SubAdmin changes another user's password, a second user's signature is required to certify the change. This right grants the user rights to certify the password changes.	11.0		X	X																												
Check In Administration	Allows a user to check in an InfoCard that was checked out by another user.	11.0		X	X																												
Configuration Manager	Easily allows users to move settings from one MasterControl site to another. Right handles import and export of vaults, lifecycles, and custom fields. The information is exported to a JSON file, which can then be uploaded to another MasterControl site.	11.6		X																													
Configure Mobile	Allows users to create a link between a MasterControl site and a Mobile application. Emails will show this mobile link as well.	11.0																															
Create External Links	Generate links to system files and InfoCards that users can access from outside MasterControl Portal.	11.0		X	X																	X	X										
Create Links from Templates	Shows template options in the Link Type drop-down on the link editing form when creating a new link.	11.0		X	X										X	X		X	X										X	X			
Create Public Links	Allows users to specify whether a link they create is Public or Private. A user without this right can only create Private links.	11.0		X	X							X																					
Custom Fields	Add, edit, and delete InfoCard custom fields for tracking custom data. View the Create Custom Field landing page link on the Home Page Link list page.	11.0		X																													
Custom Hubs	Allows users to access the Custom Hubs list page and install or delete hubs. Formerly "Custom Menus."	11.5																															
Custom InfoCard Number	Manually enter InfoCard numbers that do not necessarily comply with the auto-numbering system.	11.0		X	X																												
Custom Menus	Allows users to access the Custom Menus list page and install or delete menus. Renamed as "Custom Hubs" in 11.5.	11.0	11.5											X																			
Customize Reports	Allow users to create custom reports. Used with individual application report rights to determine what types of reports can be customized.	11.0		X	X	X						X	X	X	X	X		X	X			X	X						X	X			X
Data Structures Configure	Allows users to access the Data Structures list page and manipulate Data Structure configuration.	11.0		X										X																			
Data Structures List	Allows users to access the Data Structures list page.	11.0		X										X																			
Document Retention	Allow users to specify a time for an InfoCard main file to be purged from the system.	11.0		X	X																												
Document Retention Configuration	Determine where files are stored once they leave the system.	11.0																															
Document Retention Restoration	Allow users to restore a document that has been removed from the system.	11.0		X	X																												
Document Retention Suspension	Suspend removal of a document scheduled to be removed.	11.0		X	X																												
Document Settings Configuration	Allows users to enable and disable Metadata Integration globally	11.4		X	X																												
Document Stamping Configuration	Allows users to enable and disable Metadata Integration globally. Was replaced by Document Settings Configuration in 11.4 to remain more consistent with Documents module.	11.0	11.4																														
Edit Reports	Allows users to edit Portal Reports. Also allows users to change between the basic and Interactive views.	11.7		X	X	O						X																					
E-mail Notification Preference	Allow users to configure notification of a launched task.	11.0		X	X							X																					
EBR	Allows access of EBR from the MasterControl menu and EMS for clients that have EBR																																
External Datasources	Create and define external datasources for use in MasterControl Process.	11.0												X																			
Guests	Ability to enable, disable, delete and otherwise manage users external to MasterControl.	11.0		X																													
Home & Login Page Settings	Add Web links to and set properties for the MasterControl Portal Home page.	11.0																															
Import Configuration	Ability to import InfoCard Types, lifecycles, vaults, and Enterprise Business Units.	11.0		X																													
Import Data	Mass import InfoCards (with or without files), attachments, and custom fields into MasterControl Portal.	11.0		X																													
Import Users	Ability to import Users into MasterControl via tab-delimited file.	11.0		X																													
InfoCard	Access InfoCards. View the View InfoCards landing page link on the Home Page Link list page.	11.0		X	X	X	X	X	X	X		X	X	X	X	X		X	X			X	X	X	X	X	X			X	X			X
InfoCard Types	Add, edit, and delete InfoCard Types. View the View InfoCards landing page link on the Home Page Link list page.	11.0		X										X																			
LDAP Import	Ability to import users on other networks via LDAP Servers.	11.0		X																													
LDAP Servers	Ability to import LDAP servers.	11.0																															

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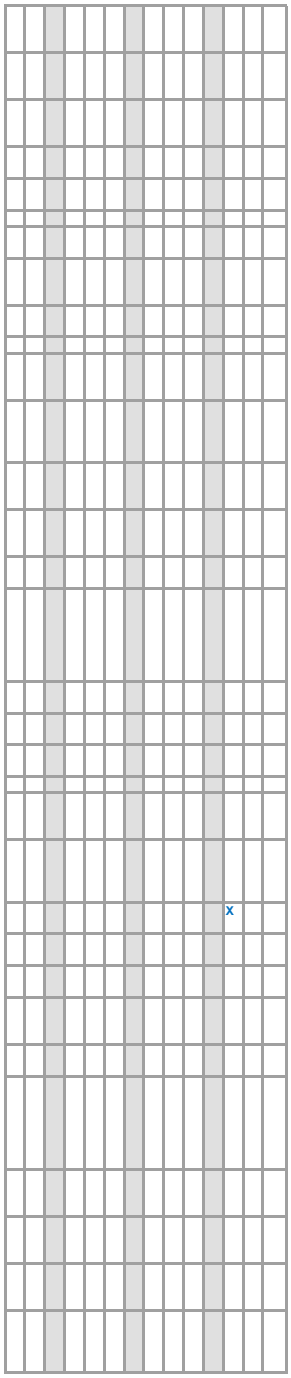


DOCUMENT Rights	Document Rights Descriptions	Master Control Version	MasterControl Version Obsoleted	SubAdmin	Doc Admin	Creator/Reviser	Training	All Company	All Company-vo	Vault Reader	Vault View Only
Approve Packets	Approve, collaborate on, or reject a packet task.	11.0		X	X	X	X	X		X	
Create Taxonomies	Create taxonomy grouping.	11.0		X	X	O					
Document Reports	Generate preset MasterControl Documents reports.	11.0	11.7	X	X	X					
Edit Reports	Allows users to edit Document Reports. Also allows users to change between the basic and Interactive views.	11.7		X	X	O	X				
E-mail Import	Convert e-mails to Document InfoCards.	11.0		O	O	O					
E-mail Import Configuration	Specify the e-mail address from which e-mails will be imported, and configure the server, port, and frequency with which the system checks the e-mail address.	11.0									
Explorer	Allows users to view Organizers in the "Explorer" view from the Documents hub. In 11.4 and 11.5, this option is only available for full license users. In 11.6, tis iption is availabke for both full license and view only users.	11.4		X	X	X	X	X	X	X	X
Manage Documents	View the Documents InfoCard list and manipulate (view, check out, etc.) Document InfoCards. View the Create Documents, Search Documents and View Documents landing page links on the Home Page Link list page.	11.0		X	X	X	X	X		X	
Manage Organizers	View the Organizers InfoCard list and manipulate (view, check out, etc.) Organizer InfoCards. View the Create Organizer, Search Organizers and View Organizers landing page links on the Home Page Link list page.	11.0		X	X	O					
Manage Routes	Create, edit, and delete workflows for use in MasterControl Documents.	11.0	11.7	X	X						
Manage Workflows	Create, edit, and delete workflows for use in MasterControl Documents.	11.7		X	X						

Organizer	Gives "My Organizer" from "My MasterControl"	11.0	11.7	X	X	X	X	X	X	X	X
Override Template	Override the information entered into an InfoCard template.	11.0		X	X						
Scheduled Tasks	Sets tasks to recur at regular intervals.	11.0		X	X	X	X				
Start Task	Create and start document tasks.	11.0		X	X	X	X				
Tracking	View details for document and organizer tasks that are both currently on a route, as well as those that have completed their routes.	11.0		X	X	X	X	X			
View Reports	Allows users to view Document reports. Users with only the View Report right (not the Edit Report right) see just the basic reporting interface.	11.7		X	X	O					

X = Recommended all users in that role get the right
O = Optional Rights
C = Required to participate in Collaboration
NULL = Not Recommended, further discussion with your Consultant required

				DRAFT									RELEASE								
DOCUMENT Published Vault Rights	**Vault Rights Descriptions**	**Master Control Version**	**MasterControl Version Obsoleted**	**SubAdmin**	**Doc Admin**	**Creator/Reviser**	**Training**	**All Company**	**All Company-vo**	**Vault Reader**	**Vault View Only**		**SubAdmin**	**Doc Admin**	**Creator/Reviser**	**Training**	**All Company**	**All Company-vo**	**Vault Reader**	**Vault View Only**	
Approve Immediately	Perform immediate approval of an InfoCard or a Recall of the InfoCard from that Vault	11.0		X	X								X	X							
Check-In InfoCard	Check in InfoCards that were checked out by the same user.	11.0		X	X	X															
Check-Out InfoCard	Check out InfoCards in the assigned vault.	11.0											X	X	X						
Copy File	Copy electronic document file in the InfoCard to the user's chosen location.	11.0		X	X	X		X C		X C			X	X	X						
Custom Number Vault InfoCards	Manually enter InfoCard numbers that do not necessarily comply with the auto-numbering system, within a specified vault.	11.0		X	X																

Delete InfoCard	Delete an InfoCard from the system. In FDA systems, this moves the InfoCard to the DELETE vault. In non-FDA systems, this removed the InfoCard completely from the system.	11.0		X	X																
Edit Controlled Copies	Edit only the Controlled Copies tab of the InfoCard	11.0		O	O	O							O	O	O						
Edit InfoCard	Edit any InfoCard information for items in the assigned vault.	11.0		X	X	X	O						X	X							
Find InfoCard	Locate and retrieve InfoCards in the assigned vault using the Browse, Tree, or Advanced Query methods.	11.0		X	X	X	X						X	X	X	O	X	X	X	X	
New InfoCard	Create a new InfoCard that will belong to the assigned vault.	11.0		X	X	X															
View Native	View the native version of the InfoCard file that belongs to the assigned vault.	11.0		X	X	X	X	O, C		O, C			X	X							
View PDF	View the PDF version of the InfoCard file that belongs to the assigned vault.	11.0		X	X	X	X	O, T	O, T	O, T	O, T		X	X	X	O	X	X	X	X	

X = Recommended all users in that role get the right
O = Optional Rights
C = Required to participate in Collaboration
T = Required if using Training Module and extending release date out for training to be completed
NULL = Not Recommended, further discussion with your Consultant required

				DRAFT									RELEASE								
FORM Vault Rights (if using a separate FORM lifecycle, where released Forms are not pulished to PDF)	**Vault Rights Descriptions**	**Master Control Version Introduced**	**MasterControl Version Obsoleted**	**SubAdmin**	**Doc Admin**	**Creator/Reviser**	**Training Coordinator**	**All Company**	**All Company-vo**	**Vault Reader**	**Vault View Only**		**SubAdmin**	**Doc Admin**	**Creator/Reviser**	**Training Coordinator**	**All Company**	**All Company-vo**	**Vault Reader**	**Vault View Only**	
Approve Immediately	Perform immediate approval of an InfoCard or a Recall of the InfoCard from that Vault	11.0		X	X								X	X							
Check-In InfoCard	Check in InfoCards that were checked out by the same user.	11.0		X	X	X															
Check-Out InfoCard	Check out InfoCards in the assigned vault.	11.0											X	X	X						

Copy File	Copy electronic document file in the InfoCard to the user's chosen location.	11.0		X	X	X		X C		X C			X	X	X						
Custom Number Vault InfoCards	Manually enter InfoCard numbers that do not necessarily comply with the auto-numbering system, within a specified vault.	11.0		X	X																
Delete InfoCard	Delete an InfoCard from the system. In FDA systems, this moves the InfoCard to the DELETE vault. In non-FDA systems, this removed the InfoCard completely from the system.	11.0		X	X																
Edit Controlled Copies	Edit only the Controlled Copies tab of the InfoCard	11.0		O	O	O							O	O	O						
Edit InfoCard	Edit any InfoCard information for items in the assigned vault.	11.0		X	X	X	O						X	X							
Find InfoCard	Locate and retrieve InfoCards in the assigned vault using the Browse, Tree, or Advanced Query methods.	11.0		X	X	X	X						X	X	X	O	X	X	X	X	
New InfoCard	Create a new InfoCard that will belong to the assigned vault.	11.0		X	X	X															
View Native	View the native version of the InfoCard file that belongs to the assigned vault.	11.0		X	X	X	X	O, C		O, C			X	X	X	O	X	X	X	X	
View PDF	View the PDF version of the InfoCard file that belongs to the assigned vault.	11.0		X	X	X	X	O, T	O, T	O, T	O, T										

X = Recommended all users in that role get the right
O = Optional Rights
C = Required to participate in Collaboration
T = Required if using Training Module and extending release date out for training to be completed
NULL = Not Recommended, further discussion with your Consultant required

				DRAFT									RELEASE/SINGLE VAULT								
Organizer Vault Rights (if using a separate Organizer lifecycle)	**Vault Rights Descriptions**	**Master Control Version Introduced**	**MasterControl Version Obsoleted**	**SubAdmin**	**Doc Admin**	**Creator/Reviser**	**Training Organizer**	**Training Coordinator**	**All Company-vo**	**Valut Reader**	**Vault View Only**		**SubAdmin**	**Doc Admin**	**Creator/Reviser**	**Training Organizer**	**Training Coordinator**	**All Company-vo**	**Valut Reader**	**Vault View Only**	
Approve Immediately	Perform immediate approval of an InfoCard or a Recall of the InfoCard from that Vault	11.0		X	X								X	X							

Check-In InfoCard	Check in InfoCards that were checked out by the same user.	11.0		X	X	X															
Check-Out InfoCard	Check out InfoCards in the assigned vault.	11.0											X	X	X						
Copy File	Copy electronic document file in the InfoCard to the user's chosen location.	11.0		X	X	X							X	X	X						
Custom Number Vault InfoCards	Manually enter InfoCard numbers that do not necessarily comply with the auto-numbering system, within a specified vault.	11.0		X	X																
Delete InfoCard	Delete an InfoCard from the system. In FDA systems, this moves the InfoCard to the DELETE vault. In non-FDA systems, this removed the InfoCard completely from the system.	11.0																			
Edit Controlled Copies	Edit only the Controlled Copies tab of the InfoCard	11.0																			
Edit InfoCard	Edit any InfoCard information for items in the assigned vault.	11.0		X	X								X	X							
Find InfoCard	Locate and retrieve InfoCards in the assigned vault using the Browse, Tree, or Advanced Query methods.	11.0		X	X								X	X			X	X	X	X	
New InfoCard	Create a new InfoCard that will belong to the assigned vault.	11.0		X	X								S	S							
View Native	View the native version of the InfoCard file that belongs to the assigned vault.	11.0		X	X								X	X			X	X	X	X	
View PDF	View the PDF version of the InfoCard file that belongs to the assigned vault.	11.0		X	X								X	X			X	X	X	X	

X = Recommended all users in that role get the right
O = Optional Rights
S = Single Vault configuration only
T = Required if using Training Module and extending release date out for training to be completed
NULL = Not Recommended, further discussion with your Consultant required

	X	X			SubAdmin
	X	X			Doc Admin
					Creator/Reviser
					Training
					All Company
					All Company-vo
					Vault Reader
					Vault View Only

ARCHIVE

X			SubAdmin	
X			Doc Admin	
			Creator/Reviser	
			Training Coordinator	
			All Company	
			All Company-vo	
			Vault Reader	
			Vault View Only	

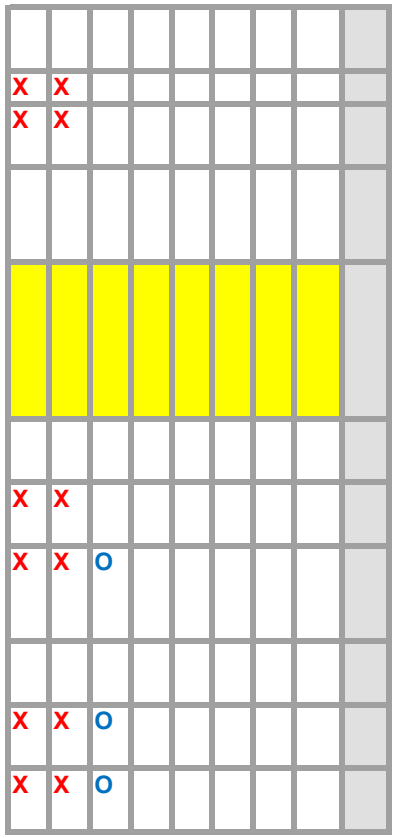
ARCHIVE

X	X		X	X		
X	X		X	X		
O			O			
O			O			

	SubAdmin									
	Doc Admin									
	Creator/Reviser									
	Training Coordinator									
	All Company									
	All Company-vo									
	Valut Reader									
	Vault View Only									

ARCHIVE

X	X		X	X				X
X	X		X	X				X
O			O					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Training Rights	Training Rights Descriptions	Master Control Version Introduced	MasterControl Version Obsoleted	SubAdmin	Doc Admin	Creator/Reviser	Training Coordinator
Approve Training	Approve or reject a training task.	11.0		X	X	X	X
Defer Release	Allows a user to specify that an InfoCard cannot be released until training has been completed. **Note:** Requires Edit InfoCard in the Vault where the Document InfoCard Resides	11.0		X			X
Delete Trainee Attachments	Allows a user to delete training attachments from their My Training Folder	11.0		O	O	O	O
Edit Reports	Allows users to edit Training Reports. Also allows users to change between the basic and Interactive views.	11.7		X	X		X
Group Signoff	Allows users to sign off groups of trainees.	11.0		X			X
Job Code Status	Allows a user to see job code statuses for people that they supervise.	11.0		X			X
Launch Re-Training Task	Allows users other than a trainee's supervisor to launch re-training tasks.	11.0		X			X
Manage All Classes	Allows users to make edits to all classes in the system.	11.0		X			X
Manage Courses	View the Courses InfoCard list and manipulate (view, check out, etc.) Course InfoCards. View the Create Course, Search Courses and View Courses landing page links on the Home Page Link list page.	11.0		X			X
Manage Exams	Allows users to create and administer exams. View the Create Exam, Search Exams and View Exams landing page links on the Home Page Link list page.	11.0		X			X
Manage Job Codes	View the Job Codes InfoCard list and manipulate (view, check out, etc.) Job Code InfoCards. View the Create Job Code, Search Job Codes and View Job Codes landing page links on the Home Page Link list page.	11.0		X			X
Manage My Classes	Allows users to edit those classes to which they belong.	11.0		X	X	X	X
Manage Trainees	View the Trainees InfoCard list and manipulate (view, check out, etc.) Trainee InfoCards. View the Create Trainee, Search Trainees and View Trainees landing page links on the Home Page Link list page.	11.0		X			X
Manage Trainers	View the Trainers InfoCard list and manipulate (view, check out, etc.) Trainer InfoCards. View the Create Trainer, Search Trainers and View Trainers landing page links on the Home Page Link list page.	11.0		X			X
My Training	View your training folder. View the My Training landing page link on the Home Page Link list page.	11.0		X	X	X	X

Tracking	View details for training tasks that are both currently on a route as well as those that have completed their routes.	11.0		X			X
Training Folders	Allows a user to view other users' training folders that they supervise. Also view the Training Records landing page link on the Home Page Link list page.	11.0		X			X
Training Import	Allows users to import training data. View the Import Training landing page link on the Home Page Link list page.	11.0		X			O
Training Reports	Search for, generate, and view reports on system training objects.	11.0	11.7	X			X
Training Settings	Allows users to edit Categories, Competencies, Locations, and Unit Types	11.0		X			X
View Job Code Status	Allows a user to see job code statuses for all users. User must also have 'Job Code Status' right.	11.0		X			X
View Reports	Allows users to view Training reports. Users with only the View Report right (not the Edit Report right) see just the basic reporting interface.	11.7		X	X	X	
View Training Folders	Allows user to view Training Folders for all users. User must also have 'Training Folders' right.	11.0		X			X

X = Recommended all users in that role get the right

DR

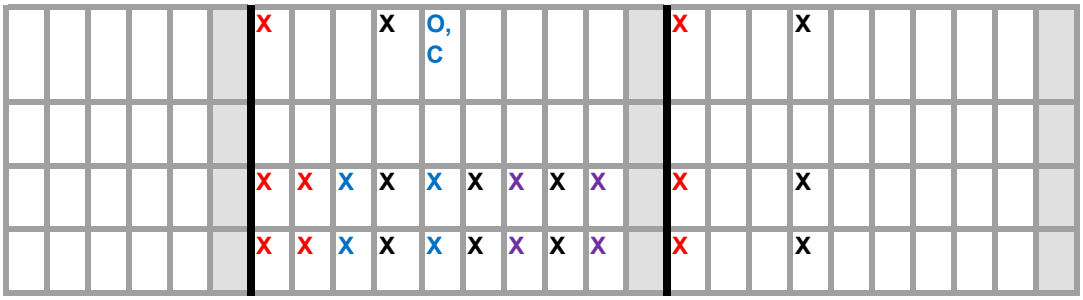
TRAINING Vault Rights	**Vault Rights Descriptions - Includes the following Training specific Vaults:** **Course** **Exams** **JobCodes** **Trainee** **Trainer** **Others as Required**	**Master Control Version Introduced**	**MasterControl Version Obsoleted**	**SubAdmin**	**Doc Admin**	**Creator/Reviser**	**Training Coordinator**
Approve Immediately	Perform immediate approval of an InfoCard or a Recall of the InfoCard from that Vault	11.0		X			X
Check-In InfoCard	Check in InfoCards that were checked out by the same user.	11.0		E, TR			E, TR
Check-Out InfoCard	Check out InfoCards in the assigned vault.	11.0					
Copy File	Copy electronic document file in the InfoCard to the user's chosen location.	11.0		X			X
Custom Number Vault InfoCards	Manually enter InfoCard numbers that do not necessarily comply with the auto-numbering system, within a specified vault.	11.0		X			
Delete InfoCard	Delete an InfoCard from the system. In FDA systems, this moves the InfoCard to the DELETE vault. In non-FDA systems, this removed the InfoCard completely from the system.	11.0		X			
Edit Controlled Copies	Edit only the Controlled Copies tab of the InfoCard	11.0					
Edit InfoCard	Edit any InfoCard information for items in the assigned vault.	11.0		X			X

Find InfoCard	Locate and retrieve InfoCards in the assigned vault using the Browse, Tree, or Advanced Query methods.	11.0		X			X
New InfoCard	Create a new InfoCard that will belong to the assigned vault.	11.0		X			X
View Native	View the native version of the InfoCard file that belongs to the assigned vault.	11.0		X			X
View PDF	View the PDF version of the InfoCard file that belongs to the assigned vault.	11.0		X			X
X = Recommended all users in that role get the right							

X			X			O		X	X	O		O		X	Training Supervisor
X			X									O		X	All Company
X														X	All Company-vo
X			X									O		X	Valut Reader
X														X	Vault View Only

								Training Supervisor	DRAFT
								All Company	
								All Company-vo	
								Valut Reader	
								Vault View Only	
X				X	E, TR		X	SubAdmin	RELEASE
								Doc Admin	
								Creator/Reviser	
X				X	E, TR		X	Training Coordinator	
								Training Supervisor	
								All Company	
								All Company-vo	
								Valut Reader	
								Vault View Only	
				X				SubAdmin	ARCHIVE
								Doc Admin	
								Creator/Reviser	
				X				Training Coordinator	
								Training Supervisor	
								All Company	
								All Company-vo	
								Valut Reader	
								Vault View Only	

	X			X		X	X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X

	Type of Module to Configure ==>			Documt	
PDF Publishing Rights	**PDF Publishing Rights Descriptions**	**Master Control Version Introduced**	**MasterControl Version Obsoleted**	**SubAdmin**	**Doc Admin**
Manual Publish	Manually send InfoCards to the Publishing Queue for publishing.	11.0		X	X
Publishing Configuration	Configure PDF Publishing, including enabling publishing and setting paths to the electronic file path, input, and error folders.	11.0		X	
Publishing Cover Sheets	Add, edit, and delete additional publishing coversheet templates.	11.0		X	
Publishing Queue	Interact with the publishing queue, including forcing individual documents through the various steps in the queue. View the Publishing Queue landing page link on the Home Page Link list page.	11.0		X	X
Publishing Settings	Configure publishing settings, including publishing the documents, setting the watermark, and including a coversheet. The Vault Maintenance role must also be given to configure these settings at the vault level.	11.0		X	

CONTROLLED COPIES Rights	Controlled Copies Rights Descriptions	Master Control Version Introduced	MasterControl Version Obsoleted	SubAdmin	Doc Admin	Creator-Reviser	All Company	All Company-vo
Controlled Copies Admin	Allows users to change the publishing settings for controlled printing.	11.0		X				
Controlled Copies Print	Allows users to select controlled copies to print from the print grouping screen.	11.0	11.4					
Controlled Copies Create	Allows users to select controlled copies to put into a designated network share.	11.5		X	X	O		
Copies	Allows users to view the Copies toolbar button in the list pages.	11.0		X	X	O	O	

O				Valut Reader
				Vault View Only

AUDIT Rights	Audit Rights Descriptions	Master Control Version Introduced	MasterControl Version Obsoleted	SubAdmin	Audit Coordinator	[SITE]-Auditor	All Company (Responders)
Approve Audits	Allows a user to approve audits.	10.x		X	X	X	X
Audit Configuration	Allows users access the Audit Configuration menu.	11.0		X	X		
Audit Import	Allows users to import Standards Criteria	10.x		X	X		
Audit InfoCard Types	Allows users to create Audit InfoCard Types	10.x		X	X		
Audit Limited	Allows a view only user to view audit information.						
Audit Reports	Allows users to issue audit reports for each step of an audit task.	10.x	11.7	X	X	X	
Audit Standards	Allows users access to the Audit Standards menu and Standards page.	11.0		X	X		
Edit Reports	Allows users to edit Audit Reports. Also allows users to change between the basic and Interactive views.	11.7		X	X	O	
Manage Audit Checklists	Allows a user to create and edit Audit Checklist InfoCards.	10.x		X	X		
Manage Audit Entities	Allows a user to create and edit Audit Entity InfoCards.	10.x		X	X		
Manage Audit Holidays	Allows a user to add and edit an audit holiday.	10.x		X	X		
Manage Audit Risk Mappings	Allows a user to determine the relationship between audit frequency and risk score.	10.x		X	X		
Manage Audit Routes		11.0	11.7	X	X		
Manage Audits	Allows a user to create audits.	10.x		X	X		
Manage Audit Standard Text	Allows a user to create standard text entries and associate them with findings.	11.0		X	X		
Manage Audit Templates	Allows a user to create report templates, memos	11.0		X	X		
Manage Audit Workflows	Allows users to access the Audit Workflows page where they can create, edit, and delete Workflows.	11.7		X			
Manage Criteria	Allows a user to create criteria and add it to a Standard.	10.x		X	X		
Manage Settings	Allows a user to configure audit settings.	10.x		X	X		
Schedule Audit	Allows users to configure and edit audits from the audit schedule.	10.x		X	X		
Tracking	View details for audit tasks that are both currently on a route, as well as those that have completed their routes.	10.x		X	X	X	
Unlock Workspace	Allows a user to unlock an audit.	11.2		X	X		
View Audit Data	Allows a user to perform all audit workspace functions.	11.0		X	X	X	
View Audit Schedule	Allows users to view the Audit Schedule menu item and the audits that are present there.	10.x		X	X	X	
View Reports	Allows full and view only license users to view Audit reports. Users with only the View Report right (not the Edit Report right) see just the basic reporting interface.	11.7		X	X	X	

*** users on response and default action tasks also need "Approve Packets" in Docs module (if module is installed, otherwise disregard). Users will generally get this right as a result of the "All Company" role, however, if that role is not being used for some reason be sure to add the right to the Auditors and Responders roles.**

DRAFT

Audit Vault Rights	Vault Rights Descriptions	Master Control Version Introduced	MasterControl Version Obsoleted	SubAdmin	Audit Coordinator	[SITE]-Auditor*	All Company (Responders)
Approve Immediately	Perform immediate approval of an InfoCard or a Recall of the InfoCard from that Vault	11.0		X	X		
Check-In InfoCard	Check in InfoCards that were checked out by the same user.	11.0		X	X		
Check-Out InfoCard	Check out InfoCards in the assigned vault.	11.0					
Copy File	Copy electronic document file in the InfoCard to the user's chosen location.	11.0		X	X	X	
Custom Number Vault InfoCards	Manually enter InfoCard numbers that do not necessarily comply with the auto-numbering system, within a specified vault.	11.0		X			
Delete InfoCard	Delete an InfoCard from the system. In FDA systems, this moves the InfoCard to the DELETE vault. In non-FDA systems, this removed the InfoCard completely from the system.	11.0		X			
Edit Controlled Copies	Edit only the Controlled Copies tab of the InfoCard	11.0					
Edit InfoCard	Edit any InfoCard information for items in the assigned vault.	11.0		X	X		
Find InfoCard	Locate and retrieve InfoCards in the assigned vault using the Browse, Tree, or Advanced Query methods.	11.0		X	X	X	
New InfoCard	Create a new InfoCard that will belong to the assigned vault.	11.0		X	X		
View Native	View the native version of the InfoCard file that belongs to the assigned vault.	11.0		X	X	X	
View PDF	View the PDF version of the InfoCard file that belongs to the assigned vault.	11.0		X	X	X	

*Audit Records Vaults Only

O
Audit-vo

X	X		X	X				X	X		X	SubAdmin
X	X		X	X				X	X			Audit Coordinator
X	X		X	X				X				[SITE]-Auditor*
												All Company (Responders)
X	X		X	X				X	X			SubAdmin
X	X		X	X				X	X			Audit Coordinator
												[SITE]-Auditor
												All Company (Responders)

RELEASE

ARCHIVE

SUPPLIER Rights *(see Portal Tab for additional required Rights for Reporter and Manage Suppliers)*	Supplier Rights Description	Master Control Version Introduced	MasterControl Version Obsoleted	SubAdmin	Manage Suppliers	Supplier Viewer
Edit Reports	Allows users to edit Supplier Reports. Also allows users to change between the basic and Interactive views.	11.7		X	X	
Manage Suppliers	The ability to create and manage Supplier InfoCards. View the Create Supplier, Search Suppliers and View Suppliers landing page links on the Home Page Link list page.	11.0		X	X	
Supplier Import	The ability to batch load data, importing Supplier InfoCards and Parts links. View the Import Supplier Information landing page link on the Home Page Link list page.	11.0		X		
Supplier Reports	The ability to add an Analytics report or dashboard to a Supplier InfoCard.	11.0	11.7	X	X	X
View Reports	Allows users to view Supplier reports. Users with only the View Report right (not the Edit Report right) see just the basic reporting interface.	11.7		X	X	O

Note:
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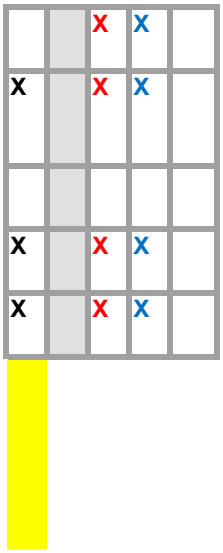
SUPPLIER Vault Rights	**Supplier Vault Rights Descriptions**	**Master Control Version Introduced**	**MasterControl Version Obsoleted**	**SubAdmin**	**Manage Suppliers**	**Supplier Viewer**		**SubAdmin**	**Manage Suppliers**
Approve Immediately	Perform immediate approval of an InfoCard.	11.0		X	X			X	X
Check-In InfoCard	Check in InfoCards that were checked out by the same user.	11.0		X	X				
Check-Out InfoCard	Check out InfoCards in the assigned vault.	11.0						X	X
Copy File	Copy electronic document file in the InfoCard to the user's chosen location.	11.0		X	X			X	X
Custom Number Vault InfoCards	Manually enter InfoCard numbers that do not necessarily comply with the auto-numbering system, within a specified vault.	11.0							
Delete InfoCard	Delete an InfoCard from the system. In FDA systems, this moves the InfoCard to the DELETE vault. In non-FDA systems, this removed the InfoCard completely from the system.	11.0		X					
Edit Controlled Copies	Edit only the Controlled Copies tab of the InfoCard	11.0							

Edit InfoCard	Edit any InfoCard information for items in the assigned vault.	11.0		X	X			X	X
Find InfoCard	Locate and retrieve InfoCards in the assigned vault using the Browse, Tree, or Advanced Query methods.	11.0		X	X			X	X
New InfoCard	Create a new InfoCard that will belong to the assigned vault.	11.0		X	X				
View Native	View the native version of the InfoCard file that belongs to the assigned vault.	11.0		X	X			X	X
View PDF	View the PDF version of the InfoCard file that belongs to the assigned vault.	11.0		X	X			X	X

X = Recommended all users in that role get the right
O = Optional Rights
C = Required to participate in Collaboration
T = Required if using Training Module and extending release date out for training to be completed
NULL = Not Recommended, further discussion with your Consultant required

If using Document Routes to approve parts
Suppliers, Supplier Manager will also need "Start
and "Approve Packets" from the docs module.

SE		ARCHIVE		
Supplier Viewer		SubAdmin	Manage Suppliers	Supplier Viewer
		X		
		X	X	
		X	X	


X
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BOM Rights	BOM Rights Descriptions	Master Control Version Introduced	MasterControl Version Obsoleted	SubAdmin	Manage BOMS	Reporter
BOM Import	Allows a user to import a BOM. View the Import BOM Information landing page link on the Home Page Link list page.	11.0		X	X	
BOM Reports	Enables access to BOM analytic reports.	11.0	11.7	X	X	X
BOM Where Used	Enables access to BOM Where Used utility. View the BOM Where Used landing page link on the Home Page Link list page.	11.0		X	X	X
Edit Reports	Allows users to edit BoM Reports. Also allows users to change between the basic and Interactive views.	11.7		X	X	
Manage BOM	Create and manage BOM. Grants access to BOM menu item. View the Create BOM, Search BOMs and View BOMs landing page links on the Home Page Link list page.	11.0		X	X	
View Reports	Allows users to view BoM reports. Users with only the View Report right (not the Edit Report right) see just the basic reporting interface.	11.7		X	X	X

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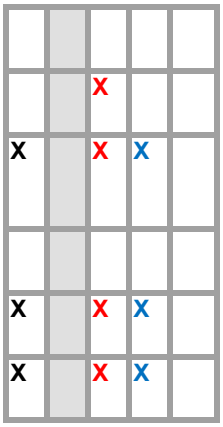
BOM Vault Rights	BOM Vault Rights Descriptions	Master Control Version Introduced	MasterControl Version Obsoleted	SubAdmin	Manage BOMS	Reporter		SubAdmin	Manage BOMS
Approve Immediately	Perform immediate approval of an InfoCard.	11.0		X	X			X	X
Check-In InfoCard	Check in InfoCards that were checked out by the same user.	11.0		X	X				
Check-Out InfoCard	Check out InfoCards in the assigned vault.	11.0						X	X
Copy File	Copy electronic document file in the InfoCard to the user's chosen location.	11.0		X	X	X		X	X
Custom Number Vault InfoCards	Manually enter InfoCard numbers that do not necessarily comply with the auto-numbering system, within a specified vault.	11.0		X					
Delete InfoCard	Delete an InfoCard from the system. In FDA systems, this moves the InfoCard to the DELETE vault. In non-FDA systems, this removed the InfoCard completely from the system.	11.0		X					

Edit Controlled Copies	Edit only the Controlled Copies tab of the InfoCard	11.0							
Edit InfoCard	Edit any InfoCard information for items in the assigned vault.	11.0		X	X			X	X
Find InfoCard	Locate and retrieve InfoCards in the assigned vault using the Browse, Tree, or Advanced Query methods.	11.0		X	X			X	X
New InfoCard	Create a new InfoCard that will belong to the assigned vault.	11.0		X	X				
View Native	View the native version of the InfoCard file that belongs to the assigned vault.	11.0		X	X			X	X
View PDF	View the PDF version of the InfoCard file that belongs to the assigned vault.	11.0		X	X			X	X

						Reporter
		X	X		X	SubAdmin
						Manage BOMS
						Reporter

SE

ARCHIVE


X
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X

CONNECTIONS Rights	Connections Rights Descriptions	Master Control Version	MasterControl Version Obsoleted	SubAdmin
Connections	Allows the user to configure options for Document Connections.	11.0		

Note: Typically this should be managed by the SYSADMIN and not by Subadmin as it has global impact. Please evaluate internal process and risk before giving this right to any role.

EBU Rights	EBU Rights Descriptions	Master Control Version Introduced	MasterControl Version Obsoleted	SubAdmin
Enterprise Business Units	Allows users to add and edit Enterprise Business Units. View the Create Business Unit landing page link on the Home Page Link list page.	11.0		

Note: Typically this should be managed by the SYSADMIN and not by Subadmin as it has global impact. Please evaluate internal process and risk before giving this right to any role.

ORGANIZER GATEWAY Rights	Submissions Gateway Rights Descriptions	Master Control Version Introduced	MasterControl Version Obsoleted	SubAdmin	Creator/Reviser	Reader
Manage Organizer Gateway	Grants access to the Organizer Gateway tab of a Submissions Locker InfoCard.	11.0		X	X	
Manage Organizer Templates	Allows users to manage Organizer templates.	11.0		X		

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SUBMISSIONS GATEWAY Vault Rights	Submissions Gateway Vault Rights Descriptions	Master Control Version Introduced	MasterControl Version Obsoleted	SubAdmin	Doc Admin	Creator/Reviser	Vault Reader		SubAdmin	Doc Admin
Approve Immediately	Perform immediate approval of an InfoCard.	11.0		X	X				X	X
Check-In InfoCard	Check in InfoCards that were checked out by the same user.	11.0		X	X	X				
Check-Out InfoCard	Check out InfoCards in the assigned vault.	11.0							X	X
Copy File	Copy electronic document file in the InfoCard to the user's chosen location.	11.0		X	X	X			X	X
Custom Number Vault InfoCards	Manually enter InfoCard numbers that do not necessarily comply with the auto-numbering system, within a specified vault.	11.0		X	X					
Delete InfoCard	Delete an InfoCard from the system. In FDA systems, this moves the InfoCard to the DELETE vault. In non-FDA systems, this removed the InfoCard completely from the system.	11.0		X	X					
Edit Controlled Copies	Edit only the Controlled Copies tab of the InfoCard	11.0				O				
Edit InfoCard	Edit any InfoCard information for items in the assigned vault.	11.0		X	X	X			X	X
Find InfoCard	Locate and retrieve InfoCards in the assigned vault using the Browse, Tree, or Advanced Query methods.	11.0		X	X	X			X	X
New InfoCard	Create a new InfoCard that will belong to the assigned vault.	11.0		X	X	X				
View Native	View the native version of the InfoCard file that belongs to the assigned vault.	11.0		X	X	X			X	X
View PDF	View the PDF version of the InfoCard file that belongs to the assigned vault.	11.0		X	X	X			X	X

LEASE				ARCHIVE					
Creator/Reviser	All Company	Vault Reader		SubAdmin	Doc Admin	Creator/Reviser	All Company	Vault Reader	
X				X	X				
X				X	X				
O									
				X	X				
X	O	O		X	X	O			
X	O	O		X	X	O			
X	O	O		X	X	O			

Process Rights	Process Rights Description	Master Control Version Introduced	MasterControl Version Obsoleted	SubAdmin	Form Builders			CAPA Coordinator
Analyzer Agents	Enables access to the Analyzer Agent list page from the Process hub. Note that Quality Event users will typically gain access through the Quality Event hub which is governed by the corresponding Quality Event right.	11.0		X	X			
Approve Forms	Approve or reject a form task.	11.0		X	X			X
Edit Reports	Allows users to edit Process Reports. Also allows users to change between the basic and Interactive views.	11.7		X	X			
Event Mappings	Create mappings for event cards.	11.0		X	X			
Form Reports	Search for, generate, and view reports on system forms.	11.0	11.7	X	X			
Forms Import	Allows configuration of form data to be imported and exported.	11.0		X				
Install Solution Packages	Shows the menu item for installing Solution Packages.	11.5		X	X			
Manage Forms	View the Forms InfoCard list and manipulate (view, check out, etc.) Form InfoCards. View the Search Forms and View Forms landing page links on the Home Page Link list page.	11.0		X	X			X
Manage Form Templates	View the Form Templates InfoCard list and manipulate (view, check out, etc.) Form Template InfoCards. View the Create Form Template, Search Form Templates and View Form Templates landing page links on the Home Page Link list pages	11.0		X	X			
Manage Routes	Create, edit, and delete routes for use in MasterControl Process.	11.0	11.7	X	X			
Manage Workflows	Create, edit, and delete workflows for use in MasterControl Process.	11.7		X	X			
Scheduled Tasks	Sets tasks to recur at regular intervals.	11.0		X	X			
Start Task	Start form tasks.	11.0		X	X			X
Template Report Access	Grants the ability to hide or reveal form template reports.	11.0		X				
Tracking	View details for form tasks that are both currently on a route as well as those that have completed their routes.	11.0		X	X			X
View File Library	Grants the ability to view and access the JavaScript, CSS and image files uploaded to MasterControl for use in HTML Forms.	11.0		X	X			
View Reports	Allows users to view Process reports. Users with only the View Report right (not the Edit Report right) see just the basic reporting interface.	11.7		X	X			

In Process Completed

FORM TEMPLATE Vault Rights	Vault Right Descriptions	Master Control Version Introduced	MasterControl Version Obsoleted	SubAdmin	Form Builders		Form Builders	
Approve Immediately	Perform immediate approval of an InfoCard.	11.0		X	X			
Check-In InfoCard	Check in InfoCards that were checked out by the same user.	11.0		X	X			
Check-Out InfoCard	Check out InfoCards in the assigned vault.	11.0		X			X	
Copy File	Copy electronic document file in the InfoCard to the user's chosen location.	11.0		X	X			
Custom Number Vault InfoCards	Manually enter InfoCard numbers that do not necessarily comply with the auto-numbering system, within a specified vault.	11.0		X	X			
Delete InfoCard	Delete an InfoCard from the system. In FDA systems, this moves the InfoCard to the DELETE vault. In non-FDA systems, this removed the InfoCard completely from the system.	11.0		X				
Edit Controlled Copies	Edit only the Controlled Copies tab of the InfoCard	11.0						
Edit InfoCard	Edit any InfoCard information for items in the assigned vault.	11.0		X	X		X	
Find InfoCard	Locate and retrieve InfoCards in the assigned vault using the Browse, Tree, or Advanced Query methods.	11.0		X	X		X	
New InfoCard	Create a new InfoCard that will belong to the assigned vault.	11.0		X	X			
View Native	View the native version of the InfoCard file that belongs to the assigned vault.	11.0		X	X		X	
View PDF	View the PDF version of the InfoCard file that belongs to the assigned vault.	11.0		X	X		X	

In Process Completed

FORM RECORD Vault Rights	Vault Right Descriptions	Master Control Version Introduced	MasterControl Version Obsoleted	SubAdmin	Form Builders		Form Builders	
Approve Immediately	Perform immediate approval of an InfoCard.	11.0		X				
Check-In InfoCard	Check in InfoCards that were checked out by the same user.	11.0		X				
Check-Out InfoCard	Check out InfoCards in the assigned vault.	11.0		X				
Copy File	Copy electronic document file in the InfoCard to the user's chosen location.	11.0		X	X		X	
Custom Number Vault InfoCards	Manually enter InfoCard numbers that do not necessarily comply with the auto-numbering system, within a specified vault.	11.0		X				

Delete InfoCard	Delete an InfoCard from the system. In FDA systems, this moves the InfoCard to the DELETE vault. In non-FDA systems, this removed the InfoCard completely from the system.	11.0		X				
Edit Controlled Copies	Edit only the Controlled Copies tab of the InfoCard	11.0						
Edit InfoCard	Edit any InfoCard information for items in the assigned vault.	11.0		X				
Find InfoCard	Locate and retrieve InfoCards in the assigned vault using the Browse, Tree, or Advanced Query methods.	11.0		X	X		X	
New InfoCard	Create a new InfoCard that will belong to the assigned vault.	11.0		X				
View Native	View the native version of the InfoCard file that belongs to the assigned vault.	11.0		X	X		X	
View PDF	View the PDF version of the InfoCard file that belongs to the assigned vault.	11.0		X	X		X	

Note: When purchasing Solution Packages or Custom Form processes, Form Rights will be defined within the FRS or Design Spec for each process and not on this Matrix.

***Note: CAPA Process Owner, CAPA Participant, and CAPA Approver will need Approve Forms

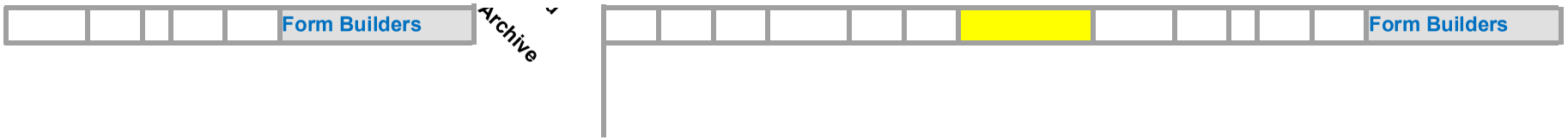
***

X

X

X

Archive


Form Builders
Archive
Form Builders

s, Start Task, and Tracking in Process module.

PROJECT Rights	Project Rights Descriptions	Master Control Version Introduced	MasterControl Version Obsoleted	SubAdmin	Project	Project Assignee
Edit Reports	Allows users to edit Project Reports. Also allows users to change between the basic and Interactive views.	11.7		X	X	
Manage Project Templates	Allows user to create and edit project templates. View the Create Project Template, Search Project Templates and View Project Templates landing page links on the Home Page	11.0		X	X	
Manage Projects	Allows users to create and edit a Projects workspace. View the Create Project, Search Projects and View Projects landing page links on the Home Page Link list page.	11.0		X	X	
Project Reports	Allows user to create and edit project reports.	11.0	11.7	X	X	X
View Reports	Allows users to view Project reports. Users with only the View Report right (not the Edit Report right) see just the basic reporting interface.	11.7		X	X	X

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PROJECT TEMPLATE Vault Rights	**Project Template Vault Rights Descriptions**	**Master Control Version Introduced**	**MasterControl Version Obsoleted**	**SubAdmin**	**Project Verifier/Manager**	**Project Assignee**		**SubAdmin**	**Project Verifier/Manager**
Approve Immediately	Perform immediate approval of an InfoCard.	11.0		X	X			X	
Check-In InfoCard	Check in InfoCards that were checked out by the same user.	11.0		X	X				
Check-Out InfoCard	Check out InfoCards in the assigned vault.	11.0						X	X
Copy File	Copy electronic document file in the InfoCard to the user's chosen location.	11.0		X	X			X	X
Custom Number Vault InfoCards	Manually enter InfoCard numbers that do not necessarily comply with the auto-numbering system, within a specified vault.	11.0		X					
Delete InfoCard	Delete an InfoCard from the system. In FDA systems, this moves the InfoCard to the DELETE vault. In non-FDA systems, this removed the InfoCard completely from the system.	11.0		X					
Edit Controlled Copies	Edit only the Controlled Copies tab of the InfoCard	11.0							

Edit InfoCard	Edit any InfoCard information for items in the assigned vault.	11.0		X	X			X	
Find InfoCard	Locate and retrieve InfoCards in the assigned vault using the Browse, Tree, or Advanced Query methods.	11.0		X	X			X	X
New InfoCard	Create a new InfoCard that will belong to the assigned vault.	11.0		X	X				
View Native	View the native version of the InfoCard file that belongs to the assigned vault.	11.0		X	X			X	X
View PDF	View the PDF version of the InfoCard file that belongs to the assigned vault.	11.0		X	X			X	X

				DRAFT				RELEA	
PROJECT Vault Rights	**Project Vault Rights Descriptions**	**Master Control Version Introduced**	**MasterControl Version Obsoleted**	**SubAdmin**	**Project Verifier/Manager**	**Project Assignee**		**SubAdmin**	**Project Verifier/Manager**
Approve Immediately	Perform immediate approval of an InfoCard.	11.0		X	X			X	X
Check-In InfoCard	Check in InfoCards that were checked out by the same user.	11.0		X	X				
Check-Out InfoCard	Check out InfoCards in the assigned vault.	11.0						X	X
Copy File	Copy electronic document file in the InfoCard to the user's chosen location.	11.0		X	X			X	X
Custom Number Vault InfoCards	Manually enter InfoCard numbers that do not necessarily comply with the auto-numbering system, within a specified vault.	11.0		X					
Delete InfoCard	Delete an InfoCard from the system. In FDA systems, this moves the InfoCard to the DELETE vault. In non-FDA systems, this removed the InfoCard completely from the system.	11.0		X					
Edit Controlled Copies	Edit only the Controlled Copies tab of the InfoCard	11.0							
Edit InfoCard	Edit any InfoCard information for items in the assigned vault.	11.0		X	X			X	X
Find InfoCard	Locate and retrieve InfoCards in the assigned vault using the Browse, Tree, or Advanced Query methods.	11.0		X	X			X	X
New InfoCard	Create a new InfoCard that will belong to the assigned vault.	11.0		X	X				
View Native	View the native version of the InfoCard file that belongs to the assigned vault.	11.0		X	X	X		X	X
View PDF	View the PDF version of the InfoCard file that belongs to the assigned vault.	11.0		X	X	X		X	X

ASE		ARCHIVE		
Project Assignee		SubAdmin	Project Verifier/Manager	Project Assignee
		X		
		X		
		X		

		X		
		X	X	
		X	X	
		X	X	

Quality Events Rights	Audit Rights Descriptions	Master Control Version Introduced	MasterControl Version Obsoleted	SubAdmin	CAPA Manager	CAPA Coordinator	CAPA Process Owner	CAPA Participant	CAPA Approver	
Action Item				X						
Audit				X						
CAPA				X	X	X	X			
ChangeControl				X						
Customer Complaint				X						
Deviation				X						
Event Analyzer				X	X	X				
Extention Request				X						
Incident report				X						
Nonconformance				X						
OOS				X						
Quality Events				X						
SCAR				X						
Search				X						
Supplier Scorecard				X						
Variance				X						
eMDR				X						

CAPA Inprocess

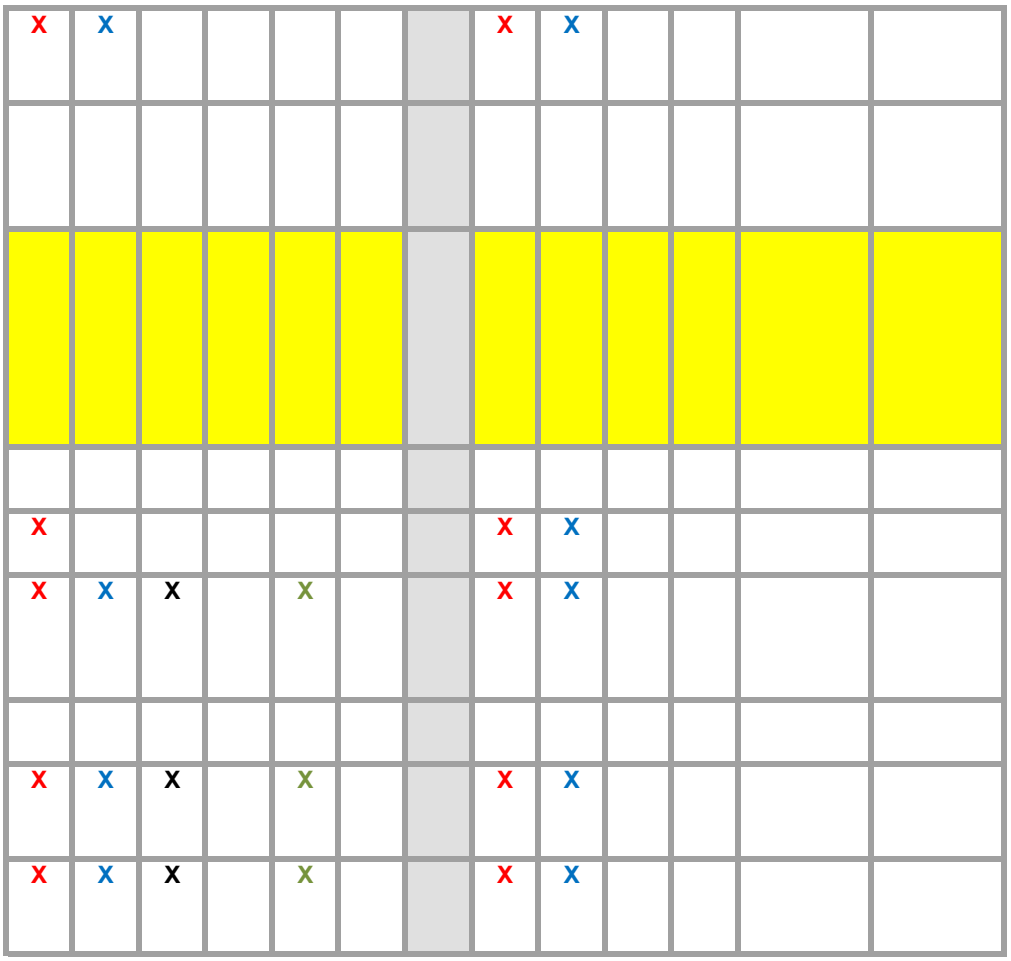
CAPA Vault Rights	Project Template Vault Rights Descriptions	Master Control Version Introduced	MasterControl Version Obsoleted	SubAdmin	CAPA Managers and Coordinators	CAPA Process Owner	CAPA Participant	CAPA Approver		
Approve Immediately	Perform immediate approval of an InfoCard.	11.0		X	X					
Check-In InfoCard	Check in InfoCards that were checked out by the same user.	11.0		X	X					
Check-Out InfoCard	Check out InfoCards in the assigned vault.	11.0								

Copy File	Copy electronic document file in the InfoCard to the user's chosen location.	11.0		X	X					
Custom Number Vault InfoCards	Manually enter InfoCard numbers that do not necessarily comply with the auto-numbering system, within a specified vault.	11.0		X						
Delete InfoCard	Delete an InfoCard from the system. In FDA systems, this moves the InfoCard to the DELETE vault. In non-FDA systems, this removed the InfoCard completely from the system.	11.0		X						
Edit Controlled Copies	Edit only the Controlled Copies tab of the InfoCard	11.0								
Edit InfoCard	Edit any InfoCard information for items in the assigned vault.	11.0		X	X					
Find InfoCard	Locate and retrieve InfoCards in the assigned vault using the Browse, Tree, or Advanced Query methods.	11.0		X	X					
New InfoCard	Create a new InfoCard that will belong to the assigned vault.	11.0		X	X					
View Native	View the native version of the InfoCard file that belongs to the assigned vault.	11.0		X	X	X	X	X		
View PDF	View the PDF version of the InfoCard file that belongs to the assigned vault.	11.0		X	X	X	X	X		

Note: When purchasing Solution Packages or Custom Form processes, CA

* CAPA Manager will also need Approve Packets and Start Task Right from

CAPA Release							CAPA Release					
SubAdmin	CAPA Managers and Coordinators	CAPA Process Owner	CAPA Participant	CAPA Approver			SubAdmin	CAPA Managers and Coordinators	Project Assignee	View ONLY-Anonymous	CAPA Approver	
X							X					
X	X						X	X				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PA Rights will be defined within the system and not on this Matrix.

Documents Module.

RISK Rights	RISK Rights Descriptions	Master Control Version Introduced	MasterControl Version Obsoleted	SubAdmin	Manage Risk	Analysis Risk
Edit Reports	Allows users to edit Project Reports. Also allows users to change between the basic and Interactive views.	11.7		X	X	
Manage Assessment Types	Enables users to create and view risk assessment types.	11.0		X	X	
Manage Assessments	Enables users to create and view risk assessments.	11.0		X	X	X
Manage Risk Files	Enables users to create and view risk files.	11.0		X	X	
Risk Reports	Generate preset MasterControl Documents reports.	11.0	11.7	X	X	X
View Reports	Allows users to view Risk reports. Users with only the View Report right (not the Edit Report right) see just the basic reporting interface.	11.7		X	X	X

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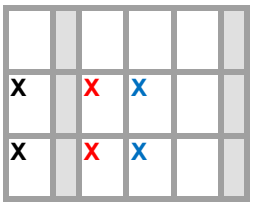
Risk Vault Rights	Vault Rights Descriptions	Master Control Version Introduced	MasterControl Version Obsoleted	SubAdmin	Manage Risk	Analysis Risk		SubAdmin	Manage Risk
Approve Immediately	Perform immediate approval of an InfoCard or a Recall of the InfoCard from that Vault	11.0		X	X			X	
Check-In InfoCard	Check in InfoCards that were checked out by the same user.	11.0		X	X				
Check-Out InfoCard	Check out InfoCards in the assigned vault.	11.0						X	X
Copy File	Copy electronic document file in the InfoCard to the user's chosen location.	11.0		X	X			X	X
Custom Number Vault InfoCards	Manually enter InfoCard numbers that do not necessarily comply with the auto-numbering system, within a specified vault.	11.0		X					
Delete InfoCard	Delete an InfoCard from the system. In FDA systems, this moves the InfoCard to the DELETE vault. In non-FDA systems, this removed the InfoCard completely from the system.	11.0		O					
Edit Controlled Copies	Edit only the Controlled Copies tab of the InfoCard	11.0							
Edit InfoCard	Edit any InfoCard information for items in the assigned vault.	11.0		X	X			X	X
Find InfoCard	Locate and retrieve InfoCards in the assigned vault using the Browse, Tree, or Advanced Query methods.	11.0		X	X			X	X

New InfoCard	Create a new InfoCard that will belong to the assigned vault.	11.0		X	X				
View Native	View the native version of the InfoCard file that belongs to the assigned vault.	11.0		X	X			X	X
View PDF	View the PDF version of the InfoCard file that belongs to the assigned vault.	11.0		X	X			X	X

ease		Archive			
Analysis Risk		SubAdmin	Manage Risk	Analysis Risk	
		X	X		
X		X	X		
		X			
X		X	X		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X

RULES Right	RULES Rights Descriptions	Master Control Version Introduced	MasterControl Version Obsoleted	SubAdmin	Doc Admin	Training Coordinator	Creator/Reviser	Training Supervisor
My Rules	Enables users to view rules that they created or that they are included on as an e-mail recipient, or add a new rule.	11.0		X	X	X	O	O
My Rules Advanced	Enables users to view rules that they created or that they are included on as an e-mail recipient, as well as add a new rule or assign e-mail recipients	11.0		X	X	X		
Rules Administration	Enables a user to view and edit all rules entered in the system, regardless of the user who created the rule.	11.0		X				

STUDIES Rights	Studies Rights Description	Master Control Version Introduced	MasterControl Version Obsoleted	SubAdmin	GCP Studies Coordinator	GCP Studies-cr	GLP Studies Coordinator
Edit Reports	Allows users to edit Project Reports. Also allows users to change between the basic and Interactive views.	11.7		X	X	X	X
Manage GCP Study	View the GCP Studies InfoCard list and manipulate (view, check out, etc.) GCP Studies InfoCards. View the Create GCP Studies, Search GCP Studies and View GCP Studies landing page links on the Home Page Link list page.	11.0		X	X	X	
Manage GLP Study	View the GLP Studies InfoCard list and manipulate (view, check out, etc.) GLP Studies InfoCards. View the Create GLP Studies, Search GLP Studies and View GLP Studies landing page links on the Home Page Link list page.	11.5		X			X
Manage Study Products	View the Study Products list and manipulate (create, edit, etc) Study Products	11.0		X	X		X
Manage Study Sites	View the Study Sites list and manipulate (create, edit, etc) Study Sites	11.0		X	X		X
Manage TMF	Allows users to be able to create new TMF checklists from a template	11.7		X	X		X
Manager TMF Templates	Allows users to edit TMF checklist templates for cloning purposes.	11.7		X	X		X
Member of Study Personnel	Allows users to be able to be named on a Study (users will show in drop-down lists).	11.0		X	X	X	X
Reopen TMF	Allows users to be able to reopen a closed TMF.	11.7		X	X		X
Study Reports	Generate preset MasterControl Studies reports.	11.0	11.7	X	X	X	X
View Reports	Allows users to view Studiesreports. Users with only the View Report right (not the Edit Report right) see just the basic reporting interface.	11.7		X	X	X	X

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GCP Studies Vaults	Vault Rights Descriptions	Master Control Version Introduced	MasterControl Version Obsoleted	SubAdmin	GCP Studies Coordinator	GCP Studies-cr	GCP Studies Reporter
Approve Immediately	Perform immediate approval of an InfoCard or a Recall of the InfoCard from that Vault	11.0		X	X		
Check-In InfoCard	Check in InfoCards that were checked out by the same user.	11.0		X	X	X	
Check-Out InfoCard	Check out InfoCards in the assigned vault.	11.0					
Copy File	Copy electronic document file in the InfoCard to the user's chosen location.	11.0		X	X	X	
Custom Number Vault InfoCards	Manually enter InfoCard numbers that do not necessarily comply with the auto-numbering system, within a specified vault.	11.0		X			
Delete InfoCard	Delete an InfoCard from the system. In FDA systems, this moves the InfoCard to the DELETE vault. In non-FDA systems, this removed the InfoCard completely from the system.	11.0		X	X		
Edit Controlled Copies	Edit only the Controlled Copies tab of the InfoCard	11.0					
Edit InfoCard	Edit any InfoCard information for items in the assigned vault.	11.0		X	X	X	
Find InfoCard	Locate and retrieve InfoCards in the assigned vault using the Browse, Tree, or Advanced Query methods.	11.0		X	X	X	
New InfoCard	Create a new InfoCard that will belong to the assigned vault.	11.0		X	X	X	
View Native	View the native version of the InfoCard file that belongs to the assigned vault.	11.0		X	X	X	
View PDF	View the PDF version of the InfoCard file that belongs to the assigned vault.	11.0		X	X	X	

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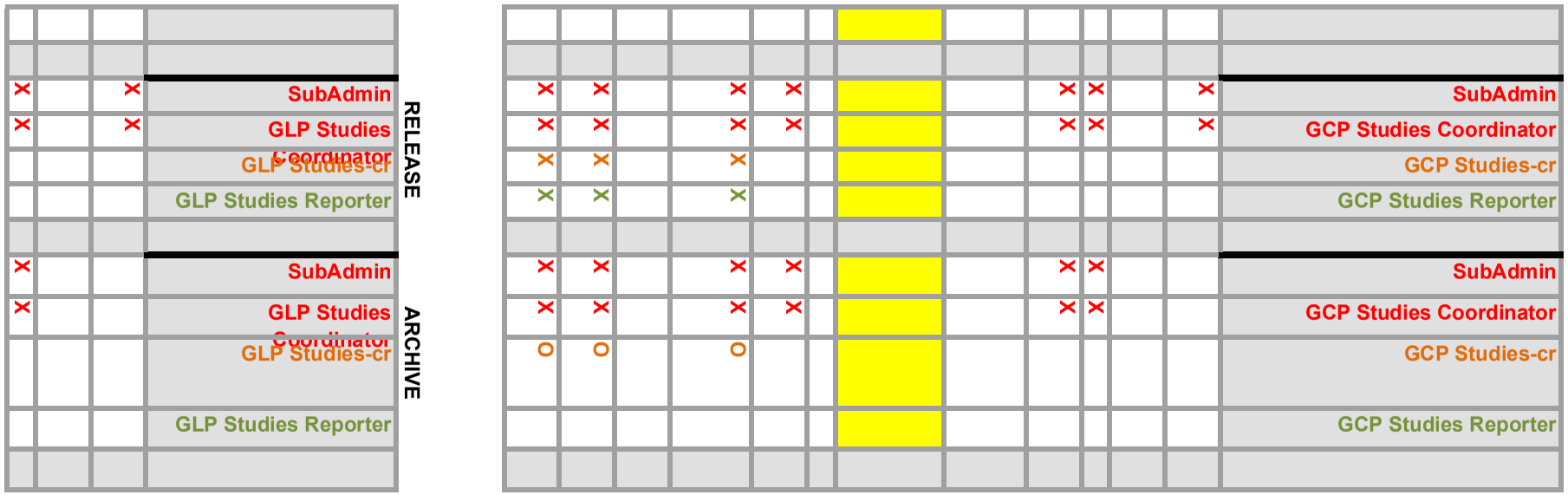
GLP Studies Vaults	Vault Rights Descriptions	Master Control Version Introduced	MasterControl Version Obsoleted	SubAdmin	GLP Studies Coordinator	GLP Studies-cr	GLP Studies Reporter
Approve Immediately	Perform immediate approval of an InfoCard or a Recall of the InfoCard from that Vault	11.0		X	X		
Check-In InfoCard	Check in InfoCards that were checked out by the same user.	11.0		X	X	X	
Check-Out InfoCard	Check out InfoCards in the assigned vault.	11.0					

Copy File	Copy electronic document file in the InfoCard to the user's chosen location.	11.0		X	X	X	
Custom Number Vault InfoCards	Manually enter InfoCard numbers that do not necessarily comply with the auto-numbering system, within a specified vault.	11.0		X			
Delete InfoCard	Delete an InfoCard from the system. In FDA systems, this moves the InfoCard to the DELETE vault. In non-FDA systems, this removed the InfoCard completely from the system.	11.0		X	X		
Edit Controlled Copies	Edit only the Controlled Copies tab of the InfoCard	11.0					
Edit InfoCard	Edit any InfoCard information for items in the assigned vault.	11.0		X	X	X	
Find InfoCard	Locate and retrieve InfoCards in the assigned vault using the Browse, Tree, or Advanced Query methods.	11.0		X	X	X	
New InfoCard	Create a new InfoCard that will belong to the assigned vault.	11.0		X	X	X	
View Native	View the native version of the InfoCard file that belongs to the assigned vault.	11.0		X	X	X	
View PDF	View the PDF version of the InfoCard file that belongs to the assigned vault.	11.0		X	X	X	

GLP Studies-cr	GCP Studies Reporter	GLP Studies Reporter	Study Personnel
X			
X			
X			X
X	X	X	
X	X	X	

RELEASE	ARCHIVE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SubAdmin
GLP Studies Coordinator
GLP Studies-cr
GLP Studies Reporter
SubAdmin
GCP Studies Coordinator
GCP Studies-cr
GCP Studies Reporter
ARCHIVE
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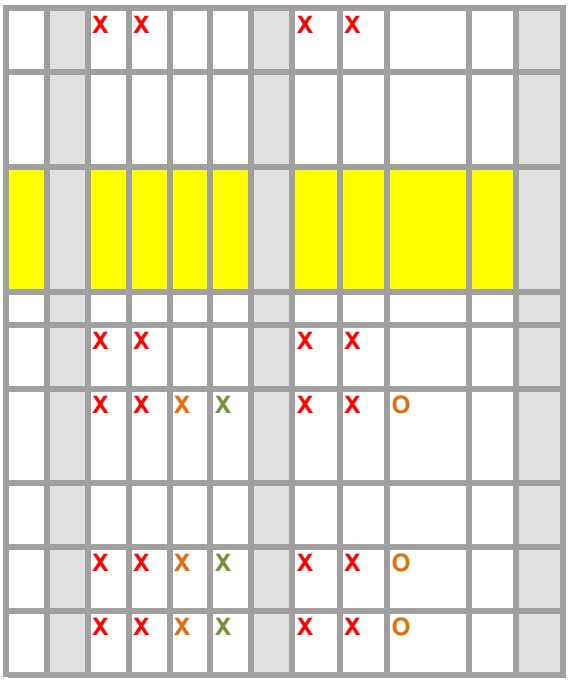
GLP Studies Coordinator
GLP Studies-cr
GLP Studies Reporter
SubAdmin
GCP Studies Coordinator
GCP Studies-cr
GCP Studies Reporter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SUBMISSIONS LOCKER Rights	Submissions Lockers Rights Descriptions	Master Control Version Introduced	MasterControl Version Obsoleted	SubAdmin	Creator/Reviser	Vault Reader
Configure Locker Settings	Allows configuration of global locker settings.	11.0		X		
Manage Submissions Lockers	Controls access to the Submissions Locker menu item and its functions. View the Create Submissions Locker, Search Submissions Lockers and View Submissions Lockers landing page links on the Home Page Link list page.	11.0		X	X	X

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SUBMISSIONS GATEWAY Vault Rights	Submissions Gateway Vault Rights Descriptions	Master Control Version Introduced	MasterControl Version Obsoleted	SubAdmin	Doc Admin	Creator/Reviser	Vault Reader		SubAdmin
Approve Immediately	Perform immediate approval of an InfoCard.	11.0		X	X				X
Check-In InfoCard	Check in InfoCards that were checked out by the same user.	11.0		X	X	X			
Check-Out InfoCard	Check out InfoCards in the assigned vault.	11.0							X
Copy File	Copy electronic document file in the InfoCard to the user's chosen location.	11.0		X	X	X			X
Custom Number Vault InfoCards	Manually enter InfoCard numbers that do not necessarily comply with the auto-numbering system, within a specified vault.	11.0		X	X				
Delete InfoCard	Delete an InfoCard from the system. In FDA systems, this moves the InfoCard to the DELETE vault. In non-FDA systems, this removed the InfoCard completely from the system.	11.0		X	X				
Edit Controlled Copies	Edit only the Controlled Copies tab of the InfoCard	11.0				O			
Edit InfoCard	Edit any InfoCard information for items in the assigned vault.	11.0		X	X	X			X
Find InfoCard	Locate and retrieve InfoCards in the assigned vault using the Browse, Tree, or Advanced Query methods.	11.0		X	X	X			X
New InfoCard	Create a new InfoCard that will belong to the assigned vault.	11.0		X	X	X			
View Native	View the native version of the InfoCard file that belongs to the assigned vault.	11.0		X	X	X			X
View PDF	View the PDF version of the InfoCard file that belongs to the assigned vault.	11.0		X	X	X			X

RELEASE				ARCHIVE			
Doc Admin	Creator/Reviser	Vault Reader		SubAdmin	Doc Admin	Creator/Reviser	Vault Reader
X							
X	X			X	X		
X	X			X	X		
	O						
X				X	X		
X	X	O		X	X	O	
X	X	O		X	X	O	
X	X	O		X	X	O	

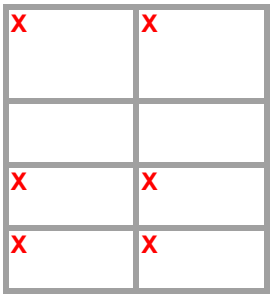
Registration Rights	Registration Rights Descriptions	Master Control Version Introduced	MasterControl Version Obsoleted	SubAdmin	Registration Manager	Vault Reader
Manage Registration Projects		11.7		X	X	
Manage Registration Project Templates		11.7		X	X	

		Staging			Active		
Registrations Vaults	**Vault Rights Descriptions**	SubAdmin	GCP Studies Coordinator		SubAdmin	GCP Studies Coordinator	
Approve Immediately	Perform immediate approval of an InfoCard or a Recall of the InfoCard from that Vault	X	X		X	X	
Check-In InfoCard	Check in InfoCards that were checked out by the same user.	X	X				
Check-Out InfoCard	Check out InfoCards in the assigned vault.				X	X	
Copy File	Copy electronic document file in the InfoCard to the user's chosen location.	X	X		X	X	
Custom Number Vault InfoCards	Manually enter InfoCard numbers that do not necessarily comply with the auto-numbering system, within a specified vault.	X					
Delete InfoCard	Delete an InfoCard from the system. In FDA systems, this moves the InfoCard to the DELETE vault. In non-FDA systems, this removed the InfoCard completely from the system.	X	X			x	
Edit Controlled Copies	Edit only the Controlled Copies tab of the InfoCard	x	x			x	
Edit InfoCard	Edit any InfoCard information for items in the assigned vault.	X	X		X	X	

Find InfoCard	Locate and retrieve InfoCards in the assigned vault using the Browse, Tree, or Advanced Query methods.	X	X		X	X	
New InfoCard	Create a new InfoCard that will belong to the assigned vault.	X	X				
View Native	View the native version of the InfoCard file that belongs to the assigned vault.	X	X		X	X	
View PDF	View the PDF version of the InfoCard file that belongs to the assigned vault.	X	X		X	X	

Closed

SubAdmin	GCP Studies Coordinator
X	X
X	X
	x
	x
X	X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Signature Manifest

Document Number: SLS-WI-0204 **Revision:** 01

Title: 11.7 Rights Matrix

All dates and times are in Mountain Time Zone.

Sales WI Approval

Approval

Name/Signature	Title	Date	Meaning/Reason
System Administrator (SYSADMIN)		12 Jan 2018, 07:13:39 AM	Approved

Quick Approval

Approve Now

Name/Signature	Title	Date	Meaning/Reason
System Administrator (SYSADMIN)		05 Feb 2018, 07:56:04 AM	Approved