

Industrial Ergonomics User Permissions

Super Administrators or Administrators may assign to each user specific levels and types of access to the organization's data within Industrial Ergonomics. The default access level for new users is **Editor** permission for the location associated with them in their user profile.

To modify a user's permissions, go to **Manage > Users** and select the user's name. Select the blue **location** icon(s) under **Application Permission Settings**. Users can have different combinations of settings, for example, Editor access for one location or set of locations, and Report Reviewer access for all locations.

Industrial Ergonomics Permissions by User Category

Function		Training Report Reviewer	Job Assessment Data Reviewer	Report Reviewer	Editor	Administrator	Super Administrator
Learn	Access to training (e-learning) courses and user's report	•	•	•	•	•	•
	View job assessment data by permitted location(s)		•	•	•	•	•
Do	Add, edit, or archive job assessment data by permitted location(s)				•	•	•
	Access the Design Guidelines for Ergonomics	•	•	•	•	•	•
	Use the Job Rotation Tool for permitted location(s)				•	•	•
	View job assessment report data for permitted location(s)			•	•	•	•
Manage	View training user report data for permitted location(s)	•				•	•
	View entire organization hierarchy					•	•
	Add and edit locations or units in the hierarchy for permitted location(s)					•	•
	Add, inactivate, or reactivate users for permitted location(s)					•	•
	Change user permission settings for permitted location(s)					•	•
	Modify user access to training modules					•	•
	Reset user password for users at permitted location(s)					•	•
	Update Resources files and links						•
	Update organizational contact information						•
	Update corporate logo						•