

Super Administrators and Administrators can assign specific levels of access to users within Office Ergonomics.

To update a user’s permissions:

1. Select **Administration > Users > [user name]**.
2. Under **Permission Settings**, select the location(s) where the user should have Administrator and/or Manager access. Permissions apply only to the selected location(s) and their sublevels.

Office Ergonomics Permissions by User Category

Function	User	Manager	Administrator	Super Administrator
View Office Ergonomics e-learning (LEARN)	•	•	•	•
Complete Self-Assessments (DO)	•	•	•	•
Build and Submit Action Plans (MANAGE)	•	•	•	•
View Dashboard Overview		•	•	•
Review Training Status and Action Plan Sorter		•	•	•
Approve/Deny Products in Action Plans		•	•	•
Release/Close/Reopen Action Plans		•	•	•
View/Download All Reports		•	•	•
Add/Edit/Delete Organization Hierarchy Levels			•	•
Add/Edit/Inactivate Users			•	•
Send Broadcast Emails			•	•
Add/Edit/Delete Site Profiles			•	•
Edit Custom Messages by Profile			•	•
Determine Email Notification by Profile			•	•
Edit Action Plan Settings by Profile			•	•
Add/Edit/Disable Assessment Sections and Questions				•
Add/Edit/Disable Suggested Solutions and Products				•
Adjust Assessment Score Sensitivity				•
Edit Resources				•
View Account Usage				•
Edit Company Logo and Contact Information				•
Conduct Data Purge				•