

SciNote [™]		SN version 1.41.0	TEAM ROLES DEFINITIONS			PROJECT/EXPERIMENT/TASK & PROTOCOLS ROLES DEFINITIONS				
ACTIONS		Organization admin	Owner	User	Viewer	Owner	User	Technician	Reviewer	Viewer
ORGANIZATION										
view organization members		x								
invite new users to organization		x								
create new team		x								
lock members, revoke API keys		x								
promote others to Organization admin		x								
change password policy		x								
access system logs		x								
add themselves to any team as Owner		x								
revoke any E-signature and delete signature requests		x								
setup SSO		x								
manage integrations		x								
manage company logo		x								
allow comments on locked tasks		x								
create activity filters, create webhooks		x								
view/export audit trail			x							
change team member's permissions			x							
remove members from the team			x							
invite organization members to the team			x							
create, edit, delete project folder			x							
change team name			x							
manage task sharing			x							
generate, revoke own API key			x	x	x					
PROJECTS										
view projects (project member)						x	x	x	x	x
view projects (set to project members only, not a member)			x							
view folders						x	x	x	x	x
view project activities						x	x	x	x	x
view project members						x	x	x	x	x

view project comments						x	x	x	x	x
view archived projects		x				x	x	x	x	x
manage project members and their roles		x				x				
create project		x	x							
edit project						x				
archive project						x				
move a project to/from a folder		x								
restore archived project						x				
add comment to project						x	x	x		
edit and delete own project comments						x	x	x		
edit and delete any users' project comments						x				
export project						x	x	x	x	x
create experiment						x	x			
EXPERIMENTS										
Project roles are inherited to experiment unless otherwise changed.										
view experiment						x	x	x	x	x
view experiment members						x	x	x	x	x
view archive experiment						x	x	x	x	x
duplicate experiment						x	x	x	x	x
edit experiment						x	x			
archive experiment						x	x			
restore archived experiment						x	x			
move experiment						x	x			
manage experiment members and their roles						x				
create task						x	x			
edit task name						x	x			
duplicate task/workflow						x	x			
move task/workflow between experiments						x	x			
archive task/workflow						x	x			
restore archived task						x	x			
edit canvas - task position/connections						x	x			
view canvas						x	x	x	x	x
view experiment activities						x	x	x	x	x

TASKS										
Experiment roles are inherited to the task unless otherwise changed.										
view task						X	X	X	X	X
view protocol and protocol steps on task						X	X	X	X	X
view task info						X	X	X	X	X
view task activities						X	X	X	X	X
view task comments						X	X	X	X	X
view task members						X	X	X	X	X
view assigned users on tasks						X	X	X	X	X
view archived task						X	X	X	X	X
view and download results						X	X	X	X	X
view and download step attachments						X	X	X	X	X
view and export assigned items (live & snapshots)						X	X	X	X	X
view comments on protocol steps on tasks						X	X	X	X	X
delete/edit comment of any member on tasks						X				
delete/edit own comment on tasks						X	X	X	X	
export protocol						X	X	X	X	X
edit task name, notes, dates						X	X			
edit office file on protocol step						X	X			
share task (enable/disable link sharing, update shared message)						X	X			
copy shared task link						X	X	X	X	X
update task status						X	X	X		
manage task members and their roles						X				
assign users to task						X				
unassign users to task						X				
create, edit and delete tags						X	X			
add/remove task tags						X	X			
create result						X	X			
edit result						X	X			
archive and restore results						X	X			
delete result (from archive)						X				
comment on result						X	X	X	X	
delete/edit comment of any member on results						X				

create inventory		x							
share an inventory		x							
archive inventory		x							
delete/restore inventory (from archive)		x							
view archived inventory		x	x	x					
create inventory items		x	x						
create/manage custom columns		x	x						
import inventory items		x	x						
view inventory items		x	x	x					
edit inventory items		x	x						
arhive inventory items		x	x						
delete/restore inventory items (from archive)		x	x						
view archived inventory item		x	x	x					
print inventory label		x	x	x					
manage inventory filters		x	x						
LOCATIONS									
create/duplicate locations		x	x						
manage locations (edit, share own, move, delete)		x	x						
view locations		x	x	x					
create/duplicate box		x	x						
manage box (edit, share own, move, delete, assign item, unassign item, move item, import)		x	x						
view box		x	x	x					
PROTOCOL TEMPLATES									
create new protocol template		x	x						
import protocols		x	x						
save protocol from task to protocol templates		x	x						
duplicate protocol		x	x						
view protocol templates (without access set)		x							
view/export/print protocol templates (with access only)		x	x	x					
view/export archived protocol templates		x	x	x					
create a draft in existing (published) protocol		x	x						
edit and delete protocol draft		x	x						

edit revision notes on protocol draft		x	x						
manage protocol users/roles		x							
publish protocol draft		x							
archive/restore protocol		x							
LABEL TEMPLATES									
view label templates		x	x	x					
edit/delete/duplicate label templates		x	x						
create new label template		x	x						
FORM TEMPLATES									
view form templates, export data		x	x	x					
create new form template		x	x						
edit form template draft		x	x						
publish draft/archive/restore/manage users		x							

