

SciNote [™]		SN version 1.45.1	WORKSPACE 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 workspace		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 workspace 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 workspace member's permissions			x							
remove members from the workspace			x							
invite organization members to the workspace			x							
create, edit, delete workspace groups			x							
manage workspace automations			x							
manage workspace tags (merge, delete tags)			x							
create, edit workspace tags			x	x						
change workspace name			x							
create, edit, delete project folder			x							
manage task sharing			x							
generate, revoke own API key			x	x	x					
PROJECTS										
view projects, view project insights (project member)						x	x	x	x	x

view projects (set to project members only, not a member)		x							
view folders						x	x	x	x
view project activities						x	x	x	x
view project members						x	x	x	x
view project comments						x	x	x	x
view archived projects		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
create experiment						x	x		
EXPERIMENTS									
Project roles are inherited to experiment unless otherwise changed.									
view experiment						x	x	x	x
view experiment members						x	x	x	x
view archive experiment						x	x	x	x
duplicate experiment						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				
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				
delete/edit own comment on results						x	x	x	x	
load/save/link/un-link protocol to task						x	x			
edit protocol description						x	x			
revert protocol to template version						x	x			
complete/un-complete protocol steps						x	x	x		
check/un-check step checkbox						x	x	x		
manage steps/add new/insert step content						x	x			
submit form response						x	x	x		
edit form response						x	x			
comment on protocol step						x	x	x	x	
delete/edit comment of any member on protocol steps on tasks						x				
delete/edit own comment on protocol steps on tasks						x	x	x	x	
add/edit/delete protocol steps						x	x			
reorder steps						x	x			
assign/un-assign inventory items to task						x	x	x		
create and manage inventory snapshots						x	x	x		
update task stock consumption						x	x	x		
ELECTRONIC SIGNATURES										
view electronic signatures on task						x	x	x	x	x
sign/reject/revoke own signature						x	x	x	x	
co-sign						x	x	x	x	
request signature, delete own requests						x	x	x	x	
delete any signature request						x				
remind users for e-signature						x	x	x	x	
revoke all signatures	x	x								
REPORTS										
view reports (project member)		x	x	x						
view reports (not a project member)		x								
create new report		x	x							
edit existing report		x	x							

update report		x	x						
delete report		x	x						
INVENTORY									
create inventory		x							
share an inventory		x							
manage inventory access and user roles		x							
archive, restore archived, delete inventory		x							
view archived inventory		x	x	x					
create, edit, delete custom columns		x							
view inventory items		x	x	x					
create, duplicate inventory items		x	x						
import inventory items		x	x						
edit inventory items, edit item relationships		x	x						
arhive inventory items		x	x						
delete/restore inventory items (from archive)		x	x						
view archived inventory item		x	x	x					
print inventory item 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 items)		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/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, view archived, export data		x	x	x					
create new form template		x	x						
edit form template draft		x	x						
publish draft/unpublish unused form/archive/restore/manage users		x							

