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<th>Permission</th>
<th>Viewing Admin Role</th>
<th>Program Admin Role</th>
<th>Program Director Role</th>
<th>Assistant PD Role</th>
<th>CBD Lead (varies by group)</th>
<th>Scheduler (varies by group)</th>
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<tr>
<td>Assign Mentees</td>
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</table>
*The default access allows an administrator VIEW ACCESS ONLY. Items that the administrator can view including the following:

**PERMISSION TYPE**

**Basic**
Allows admin users to logon to the system and View:
- All Program’s Schedules (in the programs tab of admin account)
- Schedules > Rotation Schedule of group
- Schedules > AHD
- Schedule eDossierccounts/Rolodexes
- Sendouts - tracking
- Sendouts > Mailout
- Sendouts-> Auto email Log
- Sendouts > Auto email Log
- Sendouts > Outstanding forms, completed forms (title only), custom search
- Sendouts > Completed forms (title only)
- Sendouts > Custom search
- Reports > Rotation Weeks Report
- Reports > Duty Hours
- Forms > Forms
- Forms > Logs/Lists
- Curriculum Explorer
- Setup > Evaluation Workflow
- Setup > Best guess list
- Setup > Rotation Dropdowns
- Setup > Custom Fields
- Setup > Email Messages
- Setup > Mentors
- Setup > Manage PGY level
- Setup > Handouts and Links
- Setup > Duty Hour
- Setup Setup > Rotation Heads

Please review the following list for a complete breakdown of administrative permissions in the One45 system:

**Permission Type**
What it Does:

1. **General Edit**
   Allows an administrator to LOGIN and to EDIT BASIC FUNCTIONS. (These may differ depending on your school’s security settings).

   These functions include:
   - Edit eDossier Information
   - Evaluation workflow
   - Manage vacation/leave
   - Edit Best Guess List
   - Perform sendouts
   - Rotation Dropdown List
   - Create email messages (mailout)
   - Manage PGY levels
   - Manage Custom Fields
   - Duty Hours Setup
2. **Manage Rotations**
Allows an admin to VIEW, ADD, EDIT and DELETE the available rotations for the group under Setup > Manage Rotations

3. **Edit Schedules**
Allows an admin to VIEW and EDIT SCHEDULES available for the group (including if enabled: Rotation Schedule, Rotation Planner, Academic Sessions, Curriculum Schedule, and Curriculum Search.)

4. **View Evaluations of Learners**
Allows an admin to VIEW:
- Evaluations of learners in eDossiers
- Evaluations of learners in form search results
Learner related evaluation results in the Reports by Target, Reports by Form, Form Data Export and Program Comparisons sections under Reports tab.
- Evaluations of learners in the Curriculum Explorer.

5. **View Evaluations of Moments**
Allows an admin to VIEW:
- Evaluations of Rotations
- Evaluations of academic session events
- Evaluations of curriculum events/activities in the curriculum schedules and the curriculum explorer tools.
- Rotation (moment) related evaluation results in the Reports by Target, Reports by Form, Form Data Export and Program Comparisons sections under Reports tab.

6. **View Log Reports**
Allows an admin to VIEW and EDIT/MANAGE patient/procedure log reports through learner's eDossier account, or via Log Reports/ Summary Log Reports and Log Exports under the Reports tab.

7. **View Evaluations of Faculty**
Allows an admin to VIEW:
- Non anonymous evaluations of faculty in eDossier accounts
- Non anonymous evaluations of faculty in from search results
- Faculty related evaluation results in the Reports by Target, Reports by Form, Form Data Export and Program Comparisons sections under Reports tab.
- Non anonymous evaluations of Faculty under the curriculum Explorer tool.

8. **Can Change Sendout Pattern (Custom Attach)**
Allows an admin to VIEW and EDIT custom sendout patterns via the "p" (i.e. Custom Pattern) link in the Evaluation Workflow under the Setup tab.

9. **View Evaluations of Admin**
Allows an admin to VIEW:
- Non anonymous evaluations of admins in eDossier accounts
- Non anonymous evaluations of admins in from search results
Admin related evaluation results in the Reports by Target, Reports by Form, Form Data Export and Program Comparisons sections under Reports tab.
- Non anonymous evaluations of Admins under the curriculum Explorer tool.
10. Manage Competency Reports
Allows an admin to VIEW, EDIT, or DELETE set up of competency reports.

11. View Competency Reports
Allows an admin to VIEW run competency reports.

12. View Evaluations of Academic Sessions
Allows an admin to VIEW evaluations sent from an academic session excluding faculty/presenter evaluations.

13. Approve Opt Out
Allows an admin to APPROVE evaluator's request to opt out of completing an evaluation

14. View Low Performance
Allows admin to VIEW, SETUP and EDIT the low performance flags for a group in the Low Performance section under the Forms tab.

15. ldap search/import
Allows an admin to VIEW and SEARCH for LDAP mapped users accounts via the LDAP Search link under the Setup tab. Admins will also be able to IMPORT new LDAP users or MAP existing LDAP user accounts in the system.

16. View Grades
Allows an admin to VIEW grades via the learners eDossier accounts and the Grades/Marks link under the Setup tab.

17. Edit Grades
Allows an admin to EDIT grades via the learners eDossier accounts and the Grades/Marks link under the Setup tab.

18. Assign People Type
Allows an admin to ASSIGN people types via the People Type Tagger link under the Setup tab.

19. Edit Curriculum Roles
Allows and admin to VIEW and EDIT permissions associated with curriculum roles via the Curriculum Roles link under the Setup tab.

20. Lottery Access
Allows an admin to ACCESS and EDIT the Rotation Lottery under the Schedules tab (if it has been activated by One45) Please note: Stream Lottery access is granted when the Edit Schedules permissions is active.

21. Populate Lottery Survey
Allows an admin to POPULATE rotation lottery survey with random answers for testing purposes.

22. Can use People Importer
Allows admin to IMPORT users into a group via the Rolodex.

23. Manage Mappings
Allows an admin to VIEW and EDIT the mapping lists via Manage Mappings link under the Setup tab.

24. Edit Forms
Allows an admin to BUILD and EDIT evaluation forms from the Forms tab. (Admins can also track changes, clone and share forms)

25. Can Import Duty Hours
Allows an admin to IMPORT Duty Hours shifts in bulk from the Setup tab (Duty Hours must be enabled for the group)
26. **Can Perform Curriculum Rollovers**
Allows an admin to EDIT rollover curriculum schedule

27. **View CBME Reports (only when CBME module is activated)**
Allows an admin (only at institutions with the CBME module enabled) to ASSIGN CBME reporting permissions to other administrators in the system via their eDossier > Admin Status link or through the Assign Permissions link under the Setup tab.

28. **Assign mentees**
Allows an admin to ASSIGN mentees to mentors via their eDossier > Admin Status link or through the Assign Permissions link under the Setup tab.

29. **Assign Permissions**
Allows an admin to ASSIGN program access and permissions to other administrators in the system via their eDossier > Admin Status link or through the Assign Permissions link under the Setup tab. This permission also allows an admin to run the Reports > Report Center > Permissions Report.