

Permission *Please see below for complete list	Viewing Admin "Basic"	Program Admin Role	Program Director Role	Assistant PD Role	CBD Lead (varies by group)	Scheduler (varies by group)
Basic view schedules, sendouts, reports, forms and setup	YES	YES	YES	YES	YES	YES
General Edit edit basic functions such as eval workflow, vacation, sendouts, mentors		YES	YES		YES	YES
Manage Rotations view, add, edit, delete rotations		YES				
Edit Schedules view and edit schedules		YES	YES			YES
View Evals of Learners view evals in eDossiers and reports		YES	YES	YES	YES	
View Evals of Moments view evals of rotations and academic sessions		YES	YES	YES	YES	
View Log Reports view and edit log reports		YES	YES	YES	YES	
View Evals of Faculty view non anonymous evals in eDossier and reports		YES	YES	YES	YES	
Change Sendout Pattern view and edit custom sendouts		YES				
View Evals of Admin view non anonymous evals in eDossier and reports		YES	YES	YES	YES	
Manage Competency Reports view, edit or delete		YES	YES		YES	
View Competency Reports view run competency reports		YES	YES		YES	
View Evals of Academic Sessions view evals, excluding faculty evals		YES	YES		YES	
Approve Opt Out approve request to opt out of completing eval		YES	YES		YES	
View low Performance view, setup and edit low performance flags		YES	YES	YES		
Idap Search/Import view and search LDAP mapped user accounts						
Assign People Type to help with scheduling		YES				
Edit Curriculum Roles view and edit permissions associated with curriculum roles						
People Importer import users into a group via rolodex		YES				
Manage Mappings view and edit mapping lists		YES			YES	
Edit Forms build and edit eval forms		YES	YES		YES	
Import Duty Hours import duty hours shifts in bulk						
Curriculum Rollovers edit rollover schedule		YES				
View CBME Reports must be activated for group		YES			YES	
Assign Mentees assign mentees to mentors via their eDossier		YES			YES	

*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 eDossiercounts/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

Manage Mentors
Forward Evaluation Forms
Manage Handouts and Links
Manage Rotation Heads
Manage Curriculum Schedule

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

15. Idap 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.