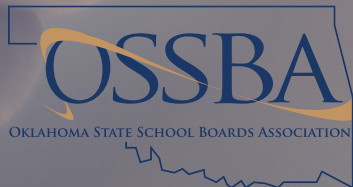


@ssemble MEETINGS



User Permission Levels

Permission Levels

Users must be at or above a selected permission level to access the item being protected. If multiple permission levels apply the user must be at or above each of them to be granted access.

Public/anyone/everyone is the lowest level of permissions and means that anyone may access.

Anyone with a login gives access to all of an organization's users.

Attorneys (and above) gives access to users with the attorney role and above (agenda reviewers, voting members, agenda managers and organizational administrators).

Agenda reviewers (and above) gives access to users with the agenda reviewer role and above (voting members, agenda managers and organizational administrators).

Voting members (and above) gives access to users

with the voting member role and above (agenda managers and organizational administrators).

Agenda managers gives access to users with the agenda manager role and above (organizational administrators).

Organizational administrators is the highest level of permissions and gives access to users with the organizational administrator role.

User Permissions

User permissions cover the entire site. They are not limited to just one meeting or unit.

Agenda Manager

- Manage meetings, meeting templates, agendas and agenda templates
 - meeting date, time and location
 - create new meeting locations
 - add, edit and remove agenda items
 - respond to requested agenda items
 - save agenda items for later meetings
 - activating saved agenda items
- Responsible for sending out meeting notifications
- Control a meeting's status
 - Lock and unlock meetings
 - Delete and restore meetings

Minutes Manager

- Take actions, take attendance, and manage discussion during or after a meeting
- Create minutes report templates
- Lock and unlock meetings
- Set or change voting order
- Change a meeting's status to completed or archived

Agenda Reviewers

- View meeting and agenda information when the meeting is in development

Meeting Leaders

- Control the agenda item displayed for anyone/everyone that has chosen to follow the leader
- Handle those users that raise their hand

Voting Member

- Required for users to participate in votes when actions are taken during meetings
- Required to make and second motions
- View meeting and agenda information when the meeting is in review

Agenda Item Requestor

- Grants users the ability to request agenda items
- Agenda item requestor status can be granted via the Application Settings page to:
 - Voting Members
 - Agenda Reviewers
 - Attorneys
 - Anyone with a Login
 - Public / Anyone / Everyone

Attorney Permission

- Does nothing by itself
 - May be able to request agenda items if granted that permission
 - Documents and calendars can be set to this permission level

Document Manager

- Create, edit, and delete documents
- Upload and delete files
- Manage folders
- Determine the required access level for each document

Links Manager

- Add, edit, and delete links that display for all users in the menu bar

Goals Manager

- Add, edit, and delete goals and goal types
 - Goals can be tied to individual agenda items by agenda managers

Calendar Manager

- Add, import, edit, and delete calendar events
- Controls permissions for the calendar display

Settings Manager

- Edit all of the organization's settings

Users Manager

- Grant and deny all permissions
- Manage new and existing users and units
- Organization administrators have this permission by default