

Permissions by Role and Task

Task	PM	PM Asst.	FM	FM Asst.	Director	Dir. Asst.	Exec.	Admin
Create Capital Project					X	X		X
Create Master Project					X			X
Update General Project Information	X	X			X	X		X
Enter/Update Project Schedule	X	X			X	X		X
Enter/Update Project Funding			X	X				X
Enter/Update Charge Accounts			X	X				X
Enter/Update Project Budget	X	X			X	X		X
Transfer Budget among Sub-Projects					X			X
Transfer Sub-Projects Funding			X	X				
Create Project Versions	X				X	X		X
Authorize Project Versions					X			X
Create Agreements & Contracts			X	X				X
Encumber Agreements & Contracts			X	X				X
Create Retainer Contracts			X	X				X
Complete Agreements & Contracts			X	X				X

Continue...

Task	PM	PM Asst.	FM	FM Asst.	Direct or	Dir. Asst.	Exec.	Admin
Enter/Update Change Requests	X	X			X	X		X
Enter Approved Change Orders			X	X				X
Enter Payments			X	X				X
Delete Payments			X	X				X
Enter Miscellaneous Costs			X	X				X
Maintain Account Segments			X	X				X
Maintain Building Data			X	X				X
Create Vendor Records			X	X				X
Maintain Vendor/MAFBE Data			X	X				X
Maintain Employee Data								X