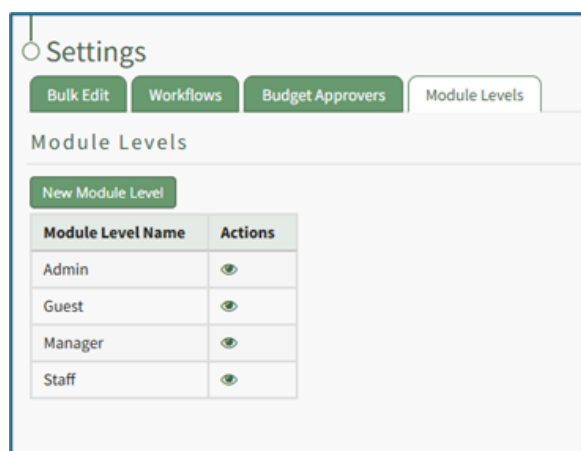


Actions Settings Page:

Module Levels Tab

The Module Level Tab shows the different module levels for the Actions Module, allowing for the ability to see the permissions granted for different levels of user responsibility. The eye icon under the Actions column opens a modal that allows for the viewing of the permissions granted to users by Module Level.



There are four base Module Levels given default permissions in the Actions Module that cannot be altered.

Actions Module - Module Level Permissions	
Module Level	Permissions
Admin	Can reset inactivity alert, manage budget approvers (add, view, edit and delete), manage templates (add template, view/edit/copy/delete action templates, add/import/export template actions), manage workflows (add/ view/edit/delete workflow, view/edit/delete workflow status), manage roles (assign/unassign/add/view/edit/delete roles, assign hidden roles, role permissions), manage actions (upload/ view/archive/edit/delete/add actions, view/edit/delete template actions, upload files), manage action groups (delete/edit/view/add action groups), edit all groups, edit all actions, view all actions, new groups from template
Guest	Manage actions (view/archive/edit/delete/add actions, view/edit/delete template actions, upload files), manage action groups (view and add action groups)

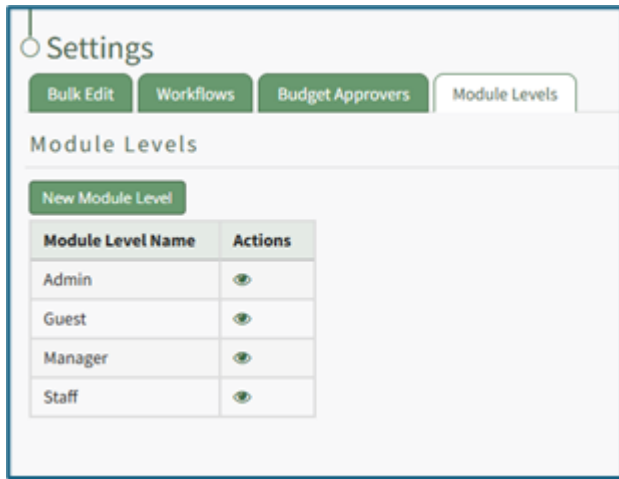
Manager	Can reset inactivity alert, manage templates (view/edit/copy/delete action templates, add/import/export template actions), edit all actions, new groups from template, manage actions (upload/view/archive/edit/delete/ add actions, view/edit/delete template actions, upload files), manage action groups (delete/edit/view/add action groups)
Staff	Manage actions (view/archive/edit/delete/add actions, view/edit/delete template actions, upload files), manage action groups (edit/view/add action groups)

A manually created Module Level has four quick link icons for quick action available.

Module Level Customization Icons	
Icon	Explanation
	The eyeball icon allows you to view users assigned to the module level as well as the permissions assigned to them.
	The bulleted list icon allows you to assign permissions to customized module levels.
	The pencil icon opens the Edit Module Level Modal.
	The trashcan icon opens the Delete Module Level Confirmation Modal.

Module levels with customizable permissions can be created for your organization.

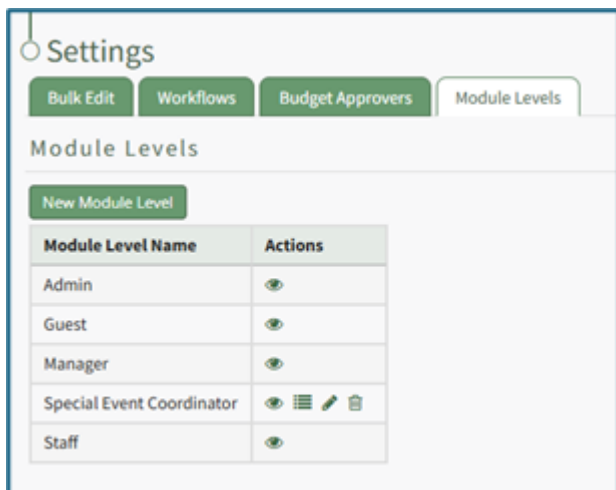
How To: Create a New Module Level (Actions Module)
Select the Module Levels Tab on the Settings Page in the Action Module.



Select the “New Module Level” button, opening the New Module Level Modal.

The modal has a green header with the title 'New Module Level' and a close button. It contains a text input field for 'Module Level Name'. Below the input is a checkbox labeled 'Assignable'. At the bottom right are 'Save' and 'Cancel' buttons.

Input the new module level name. Select “Save” and the new module level will show in alphabetical order in the module level table. Click “Cancel” to return to the Module Levels Tab without saving changes.



Selecting the bullet list icon will open the Permissions for (Module Level) Modal. A comprehensive list of permissions has been included in the Module Level Tab section.

- ☒ admin
 - ☒ manage-roles
 - ☐ add-role
 - ☐ assign-hidden-roles
 - ☐ assign-roles
 - ☐ delete-role
 - ☐ edit-role
 - ☐ role-permissions
 - ☐ unassign-role
 - ☐ view-roles
 - ☐ manage-users
 - ☒ manage-workflows
 - ☐ add-workflow
 - ☐ delete-workflow
 - ☐ delete-workflow_status
 - ☐ edit-workflow
 - ☐ edit-workflow_status
 - ☐ view-workflow
 - ☐ view-workflow_status
 - ☐ can-reset-inactivity-alert
 - ☐ edit-all-actions
 - ☐ edit-all-groups
 - ☒ manage-action-groups
 - ☐ add-action-group
 - ☐ delete
 - ☐ delete-actiongroup
 - ☐ edit-actiongroup
 - ☐ view-actiongroup
 - ☐ view-actiongroups
- ☒ manage-actions
 - ☐ add-action
 - ☐ archive-action
 - ☐ delete-action
 - ☐ delete-template_action
 - ☐ edit-action
 - ☐ edit-template_action
 - ☐ upload-action
 - ☐ upload-files
 - ☐ view-actions
 - ☐ view-template_action
- ☒ manage-budget-approvers
 - ☐ add-budget-approvers
 - ☐ delete-budgetApprover
 - ☐ edit-budgetApprover
 - ☐ view-budgetApprover
- ☒ manage-templates
 - ☐ add-template
 - ☐ add-template-action
 - ☐ copy-action_template
 - ☐ delete-action_template
 - ☐ edit-action_template
 - ☐ export-template-actions
 - ☐ import-template-actions
 - ☐ view-action_template
- ☐ new-group-from-template
- ☐ view-all-actions
- ☐ view-module-meta-tags
- ☐ view-module-tags
- ☐ view-system-tags

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