

Settings Page: Module Levels Tab

The Module Levels Tab on the Settings Page can be accessed from the Main Menu. The system default module levels for the module are visible in the Module Levels Table. New module levels with customizable permissions can be created and managed on this tab.

Settings

Communications > Settings > Module Levels

Module Settings

Notification Templates

Communication Templates

Account Settings

Alert Email Templates

Module Levels

Module Levels

New Module Level

Module Level Name	Actions
Admin	
Manager	
Observer	
Staff	

There are three system default module levels associated with the Communications Module. An explanation of the permissions associated with each default module level are shown in the Communications Module Level Permissions Table below.

System default module levels cannot be customized.

Communications Module Level Permissions Table	
Module Level	Permissions
Admin	send communication, advanced send comm options, edit supervised users settings, manage notification templates (new/edit/delete), edit any users settings, edit new user settings, switch on off, manage roles (view roles, add role, unassign role, role permissions, assign hidden roles, edit role, delete role, assign roles), manage email config (view, edit, delete,and revert emailconfig), setup cc email, manage communication templates (view, edit, delete communication templates)
Manager	edit supervised users settings, view email config, send communication
Staff	N/A

New Module Levels can be created in order to customize module level permissions. An explanation of the icons associated with customized module levels have been provided in the table below.

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.

How To: Create a New Module Level (Communications Module)

To create a new module level, go to the Module Levels Tab on the Settings Page of the Communications Module.

Settings

Communications > Settings > Module Levels

Module SettingsNotification TemplatesCommunication TemplatesAccount SettingsAlert Email TemplatesModule Levels

Module Levels

New Module Level

Module Level Name	Actions
Admin	
Manager	
Staff	
test	   

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

New Module Level

Module Level Name

☐ Assignable

Save

Cancel

Input the new Module Level Name.

Select the “Assignable” checkbox, so that the module level can be assigned to users.

Click “Cancel” to return to the Module Levels Tab on the Communications Page without creating a new module level. Select “Save” and the new module level will show on the Module Level Table.

Users can select which permissions are allowed for a customized module level. Select the Permissions icon (the bullet point list to the right of the eye) to assign the permissions the new Module Level would have within the Communications Module.

Permissions for Office Administrators

admin

edit-any-users-settings

edit-new-user-settings

manage-communication-templates

delete-communicationTemplate

edit-communicationTemplate

view-communicationTemplate

manage-email-config

delete-emailconfig

edit-emailconfig

revert-emailconfig

view-emailconfig

manage-notification-templates

delete

edit

new

manage-roles

add-role

assign-hidden-roles

assign-roles

delete-role

edit-role

role-permissions

unassign-role

view-roles

setup-cc-emails

setup-include-sender-details

switch-on-off

view-send-comms-log

advanced-send-comm-options

cannot-configure-own-emails

edit-supervised-users-settings

send-communication

send-to-external-email-addresses

Save

Cancel

Select “Save” and the permissions are now assigned to the Module Level.

Access levels for all modules can be managed in the Site Settings Module on the Access Levels Tab.

A complete list of all permissions associated with the Communications Module have been provided below.

- ☐ **admin**
 - ☐ **edit-any-users-settings**
 - ☐ **edit-new-user-settings**
 - ☐ **manage-communication-templates**
 - ☐ **delete-communicationTemplate**
 - ☐ **edit-communicationTemplate**
 - ☐ **view-communicationTemplate**
 - ☐ **manage-email-config**
 - ☐ **delete-emailconfig**
 - ☐ **edit-emailconfig**
 - ☐ **revert-emailconfig**
 - ☐ **view-emailconfig**
 - ☐ **manage-notification-templates**
 - ☐ **delete**
 - ☐ **edit**
 - ☐ **new**
 - ☐ **manage-roles**
 - ☐ **add-role**
 - ☐ **assign-hidden-roles**
 - ☐ **assign-roles**
 - ☐ **delete-role**
 - ☐ **edit-role**
 - ☐ **role-permissions**
 - ☐ **unassign-role**
 - ☐ **view-roles**
 - ☐ **setup-cc-emails**
 - ☐ **setup-include-sender-details**
 - ☐ **switch-on-off**
 - ☐ **view-send-comms-log**
- ☐ **advanced-send-comm-options**
- ☐ **cannot-configure-own-emails**
- ☐ **edit-supervised-users-settings**
- ☐ **manage-qrcodes**
 - ☐ **add**
 - ☐ **delete**
 - ☐ **download**
 - ☐ **download-hits**
 - ☐ **edit**
 - ☐ **list**
 - ☐ **reset-hit-count**
 - ☐ **view**
 - ☐ **view-hit-count**
- ☐ **send-communication**
- ☐ **send-to-external-email-addresses**

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