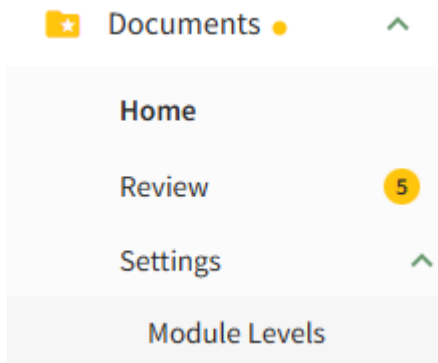
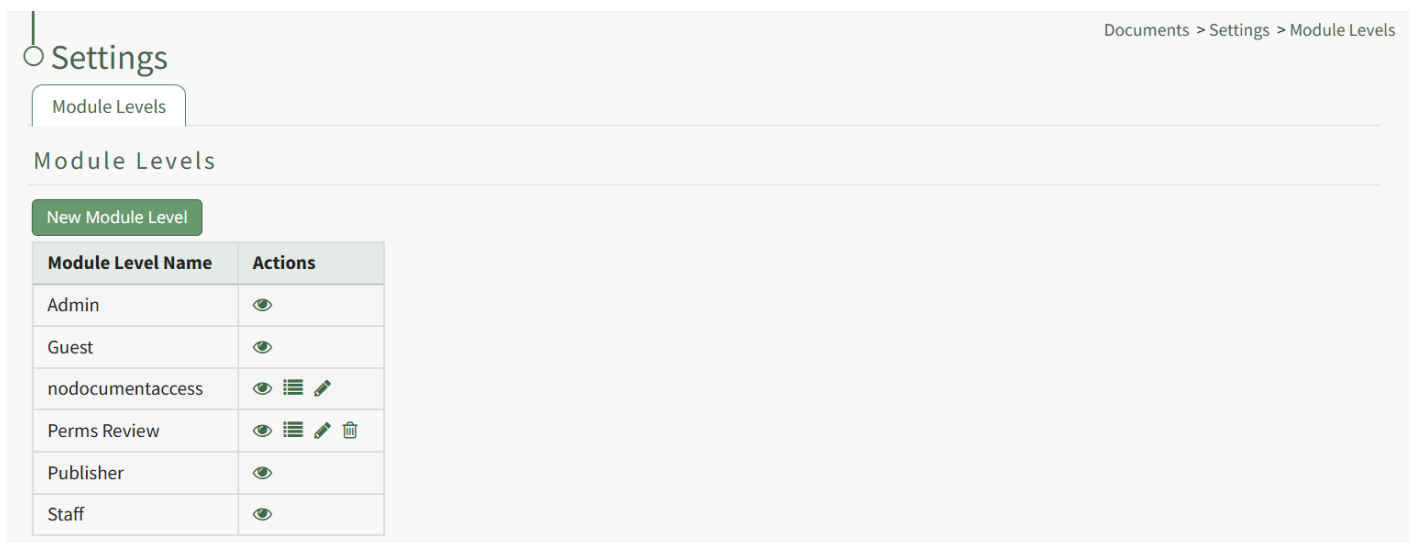


Create a New Module Level (Documents Module)



To create a new Module Level with customized permissions in the Documents Module, select Module Levels under Settings in the Documents Module on the Main Menu, opening the Settings Page to the Module Level Tab.



System default module levels cannot be customized. Module levels that are specific to your organization have additional actions to enable customization.

To create a new module level, select the New Module Level button opening the New Module Level Modal.











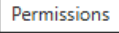

New Module Level ✕

Module Level Name

Assignable

Input the name of the customized module level.

Check the box for Assignable to give permission for the new module level to be assigned to users if desired and click the Save button. Module levels will be listed alphabetically in the Module Level Table.

Module Level Name	Actions
Admin	
Guest	
nodocumentaccess	  
Perms Review	   
Publisher	 
Staff	

Select the Permissions icon (the bullet point list to the right of the eye) in order to assign the customized permissions to the new Module Level. Click the checkbox to the left of the permissions you want to assign.

Permissions for Perms Review ✕

- admin
 - manage-roles
 - add-role
 - assign-hidden-roles
 - assign-roles
 - assign-role-Admin
 - assign-role-Guest
 - assign-role-Kastrack Admin
 - assign-role-Manager
 - assign-role-Staff
 - assign-role-Super Admin
 - delete-role
 - edit-role
 - role-permissions
 - unassign-role
 - view-roles
 - manage-users
 - delete-user
 - edit-user
 - view-user
 - can-view-documents-from-all-modules
 - documents-responsibilities
 - download-documents
- manage-documents
 - delete-approved-documents
 - delete-documents
 - delete-pending-files
 - distribute-document
 - document-add-comment
 - document-change-status
 - document-delete-comment
 - document-delete-own-comment
 - document-edit-own-comments
 - download-old-approved-versions
 - download-old-versions
 - edit-document-acknowledgers
 - edit-document-acknowledgment-message
 - edit-document-approvers
 - edit-document-notifications
 - edit-document-owners
 - edit-document-review-date
 - edit-documents
 - upload-new-document
 - upload-new-revision
 - view-abandoned-documents
 - view-deleted-documents
 - view-detailed-document-history
 - view-document-history
 - view-document-status
 - view-non-approved-documents
 - view-pending-documents
 - view-rejected-documents
 - view-submitted-documents
 - view-superseded-documents
- manage-groups
 - add-group
 - delete
 - delete-group
 - edit-group
 - edit-group-defaults
 - view-group
- own-moc
- view-documents
- view-system-tags

Select the Save button.



A pop-up confirms that the permissions were saved.

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

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