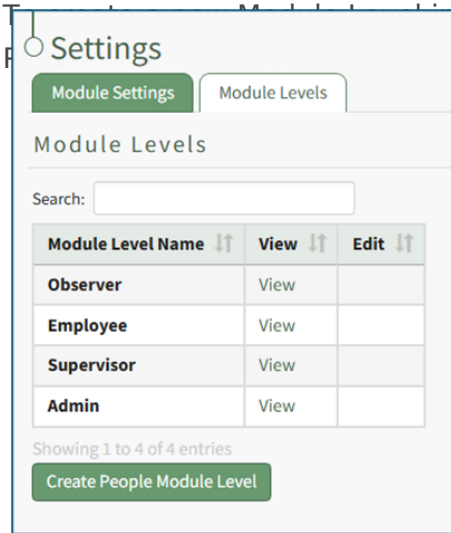


# Create a New Module Level (People Module)



the People Module, select the Module Levels Tab on the Settings  
e Main Menu.

Select the “Create People Module Level” button opening the Create People Module Level Page.

Input the new Module Level Name and select the permissions for the new user group by selecting the desired checkboxes. A comprehensive list of permissions is shown in the table below.

People Module Possible Permissions Organized by Permission Category	
Permission Category	Possible Permissions
My Account	<ul style="list-style-type: none"><li><input type="checkbox"/> Can submit certifications</li><li><input type="checkbox"/> Can edit/delete my comments on a user certification that has been approved</li><li><input type="checkbox"/> Can submit competency certificates</li><li><input type="checkbox"/> Can submit and delete assessments</li><li><input type="checkbox"/> Can approve and delete certifications</li><li><input type="checkbox"/> Can approve and delete competency certificates</li></ul>
Reports	<ul style="list-style-type: none"><li><input type="checkbox"/> Include users with this level on reports ?</li><li><input type="checkbox"/> Can create, delete, and share reports ?</li></ul>

Non-Supervised Users	<input type="checkbox"/> Can submit certifications <input type="checkbox"/> Can edit/delete comments on certifications <input type="checkbox"/> Can submit competency certificates <input type="checkbox"/> Can submit and delete assessments <input type="checkbox"/> Can approve and delete certifications <input type="checkbox"/> Can approve and delete competency certificates <input type="checkbox"/> Can edit user tags <input type="checkbox"/> Can assign user to certification roles <input type="checkbox"/> Can manage report visibility
Supervised User	<input type="checkbox"/> Can submit certifications <input type="checkbox"/> Can edit/delete comments on certifications <input type="checkbox"/> Can submit competency certificates <input type="checkbox"/> Can submit and delete assessments <input type="checkbox"/> Can approve and delete certifications <input type="checkbox"/> Can approve and delete competency certificates <input type="checkbox"/> Can edit user tags <input type="checkbox"/> Can assign user to certification roles <input type="checkbox"/> Can manage report visibility
Administration	<input type="checkbox"/> Can edit training courses <input type="checkbox"/> Can edit notification settings
General Permissions	<input type="checkbox"/> Can view associated roles and users for certifications <input type="checkbox"/> Can edit certification info <input type="checkbox"/> Can create or delete certifications <input type="checkbox"/> Can batch submit for any accessible certification <input type="checkbox"/> Can view all certification roles <input type="checkbox"/> Can edit certification roles <input type="checkbox"/> Can create and delete certification roles <input type="checkbox"/> Can view all assessments <input type="checkbox"/> Can edit assessments <input type="checkbox"/> Can create and delete assessments

A list of the module level hierarchy is provided at the bottom of this screen.

**Level hierarchy**

- ⋮ Admin
- ⋮ Supervisor
- ⋮ Employee
- ⋮ Observer
- ⋮ New Level

Create People Module Level Cancel

The different module levels can be dragged and dropped as needed in order to quickly and accurately organize as desired.

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Revision #3

Created 2025-12-07 17:52:23 UTC by Mitzi Orkus

Updated 2026-01-26 18:17:23 UTC by Mitzi Orkus