

| SciNote ¹ | | TEAM ROLES DEFINITIONS | | | PROJECT/EXPERIMENT/TASK & PROTOCOLS ROLES DEFINITIONS | | | | |
|-----------------------------------------------------------|--|------------------------|-------|------|-------------------------------------------------------|-------|------|------------|--------|
| ACTIONS | | Organization admin | Owner | User | Viewer | Owner | User | Technician | Viewer |
| ORGANIZATION | | | | | | | | | |
| view organization members | | X | | | | | | | |
| invite new users to organization | | X | | | | | | | |
| create new team | | X | | | | | | | |
| lock members | | X | | | | | | | |
| promote others to Organization admin | | X | | | | | | | |
| change password policy | | X | | | | | | | |
| access system logs | | X | | | | | | | |
| add themselves to any team as Owner | | X | | | | | | | |
| view/export audit trail | | | X | | | | | | |
| change team member's permissions | | | X | | | | | | |
| remove members from the team | | | X | | | | | | |
| invite organization members to the team | | | X | | | | | | |
| create, edit, delete project folder | | | X | | | | | | |
| change team name | | | X | | | | | | |
| PROJECTS | | | | | | | | | |
| view projects (project member) | | | | | | X | X | X | X |
| view projects (set to project members only, not a member) | | | X | | | | | | |
| view folders | | | | | | X | X | X | X |
| view project activities | | | | | | X | X | X | X |
| view project members | | | | | | X | X | X | X |
| view project comments | | | | | | X | X | X | X |
| view archived projects | | | X | | | X | X | X | X |
| manage project members and their roles | | | X | | | X | | | |
| create project | | | X | X | | | | | |
| edit project | | | | | | X | | | |
| archive project | | | | | | X | | | |
| move a project to/from a folder | | | X | | | | | | |

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|---------------------------------------------|--|--|--|--|--|--|--|--|--|---|---|---|---|--|
| restore archived project | | | | | | | | | | X | | | | |
| add comment to project | | | | | | | | | | X | X | X | | |
| edit and delete own project comments | | | | | | | | | | X | X | X | | |
| edit and delete any users' project comments | | | | | | | | | | X | | | | |
| export project | | | | | | | | | | X | X | X | X | |
| create experiment | | | | | | | | | | X | X | | | |

EXPERIMENTS

Project roles are inherited to experiment unless otherwise changed.

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|-------------------------------------------|--|--|--|--|--|--|--|--|--|---|---|---|---|--|
| view experiment | | | | | | | | | | X | X | X | X | |
| view experiment members | | | | | | | | | | X | X | X | X | |
| view archive experiment | | | | | | | | | | X | X | X | X | |
| duplicate experiment | | | | | | | | | | X | X | X | X | |
| edit experiment | | | | | | | | | | X | X | | | |
| archive experiment | | | | | | | | | | X | X | | | |
| restore archived experiment | | | | | | | | | | X | X | | | |
| move experiment | | | | | | | | | | X | X | | | |
| manage experiment members and their roles | | | | | | | | | | X | | | | |
| create task | | | | | | | | | | X | X | | | |
| edit task name | | | | | | | | | | X | X | | | |
| duplicate task/workflow | | | | | | | | | | X | X | | | |
| move task/workflow between experiments | | | | | | | | | | X | X | | | |
| archive task/workflow | | | | | | | | | | X | X | | | |
| restore archived task | | | | | | | | | | X | X | | | |
| edit canvas - task position/connections | | | | | | | | | | X | X | | | |
| view canvas | | | | | | | | | | X | X | X | X | |
| view experiment activities | | | | | | | | | | X | X | X | X | |

TASKS

Experiment roles are inherited to the task unless otherwise changed.

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|------------------------------------------|--|--|--|--|--|--|--|--|--|---|---|---|---|--|
| view task | | | | | | | | | | X | X | X | X | |
| view protocol and protocol steps on task | | | | | | | | | | X | X | X | X | |
| view task info | | | | | | | | | | X | X | X | X | |
| view task activities | | | | | | | | | | X | X | X | X | |

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|--------------------------------------------------------------|--|--|--|--|--|---|---|---|---|
| view task comments | | | | | | X | X | X | X |
| view task members | | | | | | X | X | X | X |
| view assigned users on tasks | | | | | | X | X | X | X |
| view archived task | | | | | | X | X | X | X |
| view and download results | | | | | | X | X | X | X |
| view and download step attachments | | | | | | X | X | X | X |
| view and export assigned items (live & snapshots) | | | | | | X | X | X | X |
| view comments on protocol steps on tasks | | | | | | X | X | X | X |
| delete/edit comment of any member on tasks | | | | | | X | | | |
| delete/edit own comment on tasks | | | | | | X | X | X | |
| export protocol | | | | | | X | X | X | X |
| edit task name, notes, dates | | | | | | X | X | | |
| edit office file on protocol step | | | | | | X | X | | |
| update task status | | | | | | X | X | X | |
| manage task members and their roles | | | | | | X | | | |
| assign users to task | | | | | | X | | | |
| unassign users to task | | | | | | X | | | |
| create, edit and delete tags | | | | | | X | X | | |
| add/remove task tags | | | | | | X | X | | |
| create result | | | | | | X | X | | |
| edit result | | | | | | X | X | | |
| archive and restore results | | | | | | X | X | | |
| delete result (from archive) | | | | | | X | | | |
| comment on result | | | | | | X | X | X | |
| delete/edit comment of any member on results | | | | | | X | | | |
| delete/edit own comment on results | | | | | | X | X | X | |
| load/save/link/un-link protocol to task | | | | | | X | X | | |
| edit protocol description | | | | | | X | X | | |
| revert protocol to template version | | | | | | X | X | | |
| complete/un-complete protocol steps | | | | | | X | X | X | |
| check/un-check step checkbox | | | | | | X | X | X | |
| comment on protocol step | | | | | | X | X | X | |
| delete/edit comment of any member on protocol steps on tasks | | | | | | X | | | |

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|----------------------------------------------------|--|--|--|--|--|---|---|---|--|
| delete/edit own comment on protocol steps on tasks | | | | | | X | X | X | |
| add/edit/delete protocol steps | | | | | | X | X | | |
| reorder steps | | | | | | X | X | | |
| assign/un-assign inventory items to task | | | | | | X | X | X | |
| create and manage inventory snapshots | | | | | | X | X | X | |
| update task stock consumption | | | | | | X | X | X | |

ELECTRONIC SIGNATURES

| | | | | | | | | | |
|------------------------------------|---|--|--|--|--|---|---|---|---|
| view electronic signatures on task | | | | | | X | X | X | X |
| sign/reject/revoke own signature | | | | | | X | X | X | |
| co-sign | | | | | | X | X | X | |
| request signature | | | | | | X | X | X | |
| delete signature request | | | | | | X | X | X | |
| remind users for e-signature | | | | | | X | X | X | |
| revoke all signatures | X | | | | | | | | |

REPORTS

| | | | | | | | | | |
|----------------------|--|---|---|--|--|--|--|--|--|
| view reports | | X | X | | | | | | |
| create new report | | X | X | | | | | | |
| edit existing report | | X | X | | | | | | |
| update report | | X | X | | | | | | |
| delete report | | X | X | | | | | | |

INVENTORY

| | | | | | | | | | |
|-----------------------------------------|--|---|---|---|--|--|--|--|--|
| create inventory | | X | | | | | | | |
| share an inventory | | X | | | | | | | |
| archive inventory | | X | | | | | | | |
| delete/restore inventory (from archive) | | X | | | | | | | |
| view archived inventory | | X | X | X | | | | | |
| create inventory items | | X | X | | | | | | |
| create/manage custom columns | | X | X | | | | | | |
| import inventory items | | X | X | | | | | | |
| view inventory items | | X | X | X | | | | | |
| edit inventory items | | X | X | | | | | | |
| archive inventory items | | X | X | | | | | | |

| | | | | | | | | |
|-------------------------------------------------|--|---|---|---|---|---|--|---|
| delete/restore inventory items (from archive) | | x | x | | | | | |
| view archived inventory item | | x | x | x | | | | |
| print inventory label | | x | x | x | | | | |
| PROTOCOL TEMPLATES | | | | | | | | |
| create new protocol template | | x | x | | | | | |
| import protocols | | x | x | | | | | |
| save protocol from task to protocol templates | | x | x | | | | | |
| clone protocol | | x | x | | | | | |
| view/export/print protocol templates | | | | | x | x | | x |
| view/export archived protocol templates | | | | | x | x | | x |
| create a draft in existing (published) protocol | | | | | x | x | | |
| edit and delete protocol draft | | | | | x | x | | |
| edit revision notes on protocol draft | | | | | x | x | | |
| manage protocol users/roles | | | | | x | | | |
| publish protocol draft | | | | | x | | | |
| archive/restore protocol | | | | | x | | | |
| LABEL TEMPLATES | | | | | | | | |
| view label templates | | x | x | x | | | | |
| edit/delete/duplicate protocol templates | | x | x | | | | | |
| create new label template | | x | x | | | | | |