

SciNote ¹	SN version 1.27.1.1	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						
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.									
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.									
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
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			
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	X							
REPORTS									

view reports (project member)		X	X	X				
view reports (not a project member)		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					