SciNote

SN version 1.41.0

ACTIONS	Organization admin	TEAM ROLES DEFINITIONS Owner	User	Viewer	PROJECT/EXPERIMENT/TASK & PROTOCOLS ROLES DEFINITIONS Owner	User	Technician	Reviewer	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								
revoke any E-signature and delete signature requests	x								
setup SSO	x								
manage integrations	x								
manage company logo	x								
allow comments on locked tasks	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							
manage task sharing		x							
PROJECTS									
view projects (project member)					x	x	x	x	x
view projects (set to project members only, not a member)		x							
view folders					x	x	x	x	x
view project activities					x	x	x	x	x
view project members					x	x	x	x	x
view project comments					x	x	x	x	x
view archived projects		x			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	x
create experiment						x	x			

EXPERIMENTS

Project roles are inherited to experiment unless otherwise changed.

view experiment						x	x	x	x	x
view experiment members						x	x	x	x	x
view archive experiment						x	x	x	x	x
duplicate experiment						x	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	x
view experiment activities						x	x	x	x	x

TASKS

Experiment roles are inherited to the task unless otherwise changed.

					Admin	Editor	Viewer	Commenter	Link
view task					x	x	x	x	x
view protocol and protocol steps on task					x	x	x	x	x
view task info					x	x	x	x	x
view task activities					x	x	x	x	x
view task comments					x	x	x	x	x
view task members					x	x	x	x	x
view assigned users on tasks					x	x	x	x	x
view archived task					x	x	x	x	x
view and download results					x	x	x	x	x
view and download step attachments					x	x	x	x	x
view and export assigned items (live & snapshots)					x	x	x	x	x
view comments on protocol steps on tasks					x	x	x	x	x
delete/edit comment of any member on tasks					x				
delete/edit own comment on tasks					x	x	x	x	
export protocol					x	x	x	x	x
edit task name, notes, dates					x	x			
edit office file on protocol step					x	x			
share task (enable/disable link sharing, update shared message)					x	x			
copy shared task link					x	x	x	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	x	
delete/edit comment of any member on results					x				
delete/edit own comment on results					x	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		
manage steps/add new/insert step content					x	x			
submit form response					x	x	x		
edit form response					x	x			
comment on protocol step					x	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	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	x
sign/reject/revoke own signature					x	x	x	x	
co-sign					x	x	x	x	
request signature, delete own requests					x	x	x	x	
delete any signature request					x				
remind users for e-signature					x	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						
arhive 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					
manage inventory filters		x	x						

LOCATIONS

create/duplicate locations		x	x						
manage locations (edit, share own, move, delete)		x	x						
view locations		x	x	x					
create/duplicate box		x	x						
manage box (edit, share own, move, delete, assign item, unassign item, move item, import)		x	x						
view box		x	x	x					

PROTOCOL TEMPLATES

create new protocol template		x	x						
import protocols		x	x						
save protocol from task to protocol templates		x	x						
duplicate protocol		x	x						
view protocol templates (without access set)		x							
view/export/print protocol templates (with access only)		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 label templates		x	x						
create new label template		x	x						

FORM TEMPLATES

view form templates, export data		x	x	x					
create new form template		x	x						
edit form template draft		x	x						
publish draft/archive/restore/manage users		x							