Users Form

This form lists all the users who have used this program. Only Administrators have access to this form.

User records may not be added or removed. The first time a new user uses the program, the program creates an entry in this user list. The user is created with Reviewer access only.

To add or remove a user role, simply check the box under the appropriate heading. A synopsis of the various roles is provided below.

NOTE: These roles do not overlap. For a user to have full access to the program, they would need Administrator, Editor, and Reviewer access. Administrator access alone would not grant them the rights to edit policy documents. Of course, a user with Administrator access could easily grant himself any other access he wanted.

Reviewer Role

A Reviewer may review policies in read-only mode.

Only users with the Reviewer role will appear in the Review by Policy and Review by User reports.

Editor Role

An editor may add a policy, import a new policy document, or edit an existing policy.

Administrator Role

An Administrator may make changes to the users table.

NOTE: An administrator may not remove his own Administrator privileges. Only another administrator may do that. This ensures that there will always be at least one user with Administrator access.

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