

Permission Levels in Reuse

Within Reuse, there are three levels of permissions, each with its own level of authority to submit property into the system. The lowest level simply allows the user to input property into the system, in a pending state. The highest has authority to submit property, as well as the ability to control administrative functions over the account as a whole.

User- This level allows the individual to post property into the system. It is the most restrictive of permissions, in that one can do nothing else but this one task. Property input into the system with this level of permission will be held, but will not advance any further; the button will state “Submit for Approval”, which put’s the Property Disposition Request (PDR) into a queue, to eventually be approved by a Manager or Administrator.

Manager- This mid-level permission allows the individual to post property into the system, *and* submit a completed Property Disposition Request (PDR) as well. At this level, the final button will show “Submit Request”, and when pressed, introduces the PDR into the system.

Administrator- This is the highest permission level. This permission level has all the rights the “User” and “Manager” have, as well as authority to edit individual user’s permissions, and add users to the system.

You will want to consult your agencies policy when assigning permissions. Some larger agencies might have several “Users”, a few “Managers”, and only a handful of “Administrators”. Some smaller agencies may have one individual that can be assigned the “Administrator” role, who is in charge of all the administrative duties (entering property, submitting, editing user permissions, etc.). Ultimately, it is the agencies responsibility to maintain the permission levels for their respective agencies within Reuse.

Changing Passwords

If a password change is needed, be aware that Users and Managers can change their own passwords, while Administrators can change anybody’s passwords. Instructions for doing this are located under the “Profiles” tab in the tutorial.