Code Compliance User Group Permissions by Task - Oregon Standard Model

Action	Code Super User	Code Supervisor	Code Front Counter	Code Daily User	Code Read Only (Internal) *
RECORD DETAILS					
New application creation (back office)	✓	✓	✓	✓	
Update application specific info (ASI)	✓	✓	✓	✓	
Update description of work	✓	✓	✓	✓	
Add transactional info to a record with reference data (i.e. adding additional parcels, addresses, contacts, owners, licensed professionals)	✓	✓	✓	✓	
Add internal comments	✓	✓	✓	✓	
Edit form layouts	✓	✓			
Record Assignment	✓	✓			
RELATED RECORDS, CLONING, & SETS					
Relate records	✓	✓	✓	✓	
Clone records	✓	✓	✓		
Delete record relationships	✓	✓	✓		
Create/Delete a set	✓	✓	✓		
WORKFLOW					
Update workflow tasks	✓	✓	✓	✓	
Supervisor in to a workflow task and modify workflow comment in Workflow History	✓	✓			
Add and update an adhoc task	✓	✓	✓	✓	
Access to application status portlet (status should not be updated in this manner except in rare cases)	✓	✓			
INSPECTIONS					
Add inspections (pending)	✓	✓	✓	✓	
Pend/Schedule Inspections from **ANY** inspection group	✓	✓			
Pend/Schedule **only** from the inspection group associated to that particular record type			✓	✓	

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Schedule/reschedule inspections	✔	✔	✔	✔	
Delete inspections	✔	✔			
Cancel inspections	✔	✔	✔	✔	
Result inspections	✔	✔		✔	
Edit inspection results after the fact	✔	✔			
View inspections but take no action	N/A	N/A	N/A	N/A	
CONDITIONS - RECORD					
Add conditions	✔	✔	✔	✔	
Resolve ("Unapply") own conditions	✔	✔	✔	✔	
Resolve ("Unapply") others' conditions	✔	✔			
CONDITIONS - REFERENCE **					
Add/Update/Resolve conditions	✔	✔	✔	✔	
Read Only Access	N/A	N/A	N/A	N/A	
Delete conditions					
REPORTING					
Run all reports	✔	✔			
Run specific reports *(Use different report portlets or set at individual report level)*	N/A	N/A	✔	✔	
Access to Ad hoc Reports	✔	✔	✔	✔	
REFERENCE DATA					
Add an address to reference data	✔	✔	✔		
Add a parcel to reference data	✔	✔	✔		
Add an owner to reference data	✔	✔	✔		
Add a contact to reference data	✔	✔	✔	✔	
Add a professional to reference data	✔	✔	✔	✔	

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MONEY MATTERS					
Add fees after intake	✓	✓	✓	✓	
Delete "new" fees	✓	✓	✓	✓	
Process a payment	✓	✓	✓		
Process a fund transfer	✓	✓	✓		
Process a refund	✓	✓	✓		
Void/credit paid fees	✓	✓			
Void/credit unpaid fees	✓	✓	✓		
Void a payment	✓	✓			
Apply unapplied fees	✓	✓	✓		
Process a Point of Sale payment	✓	✓	✓		
Process a Point of Sale refund	✓	✓	✓		
Process a set payment	✓	✓	✓		
Access assess fee history	✓	✓	✓		
Access payment history	✓	✓	✓		
View transactions	✓	✓	✓	✓	✓
DOCUMENTS					
Upload documents	✓	✓	✓	✓	
Download documents	✓	✓	✓	✓	✓
Review (EDR) documents	✓	✓	✓	✓	
Delete documents	✓	✓	✓		
Assign document to specific user (same department)	✓	✓	✓	✓	
Assign document to specific user (regardless of department)	✓	✓	✓		
Change ACA permissions for a specific document	✓	✓			
GENERAL					

Action	Code Super User	Code Supervisor	Code Front Counter	Code Daily User	Code Read Only (Internal) *
Change password	✓	✓	✓	✓	✓
Search via QuickQueries	✓	✓	✓	✓	✓
Create personal QuickQueries	✓	✓	✓	✓	✓

Notes:

Read Only (Internal) access: Record list portlet, record summary, description of work, conditions, documents (view document list only),