

# Administrative Level User Definitions

## Overview

Research institutions consist of a complex network of laboratories, core facilities and support infrastructure. The support infrastructure varies greatly from institution to institution but can include organizations such as faculties, schools and centers. To help institutions better manage the various aspects of core facility use, iLab has developed user access definitions at the administrative level. Below is a summary of each administrative access role and their capabilities.

## User Roles and Capabilities

### Institution Level Administrative Roles

The institution level roles allow management of all groups, facilities and organizations under one institution. Institution roles are the highest level of access for customer user accounts.

\*New Role capabilities are highlighted in blue.

Role	Capabilities
<b>Institution Administrator</b>	Run Institution wide reporting
	Control Institution level settings
	View Institution level core statistics
	View all institution memberships and organizational levels (including departments, organizations, centers and research groups)
	Review institution wide billing list and details
	View institution wide invoices
	View all users that are active with the institution
	Manage all institution research groups

<b>Institution Financial Manager</b>	Run Institution wide reporting
	View Institution level core statistics
	Review institution wide billing list and details
	Manage all institution billing; ability to view and run billing events on all cores within the institution
	View institution wide invoices
	View all users that are active with the institution
	Manage all institution research groups
<b>Institution Manager</b>	Manage or view any lab or core per specific membership settings

## Organization Level Administrative Roles

Organization administrators can manage a subset of cores and research groups. This allows different organizations under one institution to be managed by different administrators.

Role	Capabilities
<b>Organization Administrator</b>	Run organization wide reporting
	Control organization level settings
	View organization level core statistics
	View all organization memberships including research groups
	Review organization wide billing list and details
	View organization wide invoices
	View all users that are active with the organization
	Manage all organization research groups

<b>New! Organization Financial Manager</b>	Run organization-wide reporting
	View organization level core statistics
	Review organization-wide billing list and details
	Manage all organization billing; ability to view and run billing events on all cores within the organization
	View organization wide invoices
	View all users that are active with the organization
	Manage all organization research groups

## Department Level Administrative Roles

Department level administrators can manage a subset of labs under an institution.

Role	Capability
<b>Department Financial Manager</b>	Manage department level research groups
	Access all department level invoices
	Run department level reporting

## Center Level Administrative Roles

Center level administrators in iLab only have the capabilities to manage center level funding across cores under their center.

Role	Capability
<b>Center Administrator</b>	Manage center level subsidies
	Manage assigned center level funds

### Research Group (Lab) Level Administrative Roles

Lab level administration manages funding, billing and membership settings for users in their group.

Role	Capability
<p align="center"><b>Lab Administration (Principal Investigator, Lab Manager, Lab Primary Contact)</b></p>	Manage lab memberships
	Manage lab fund assignments
	Manage lab budgets
	Approve service requests
	Manage payment selections on services
	Manage payment selections on services
	Review, approve and manage all lab invoices

### Core Level Administrative Roles

Core level administration manages core site settings, core memberships, prices and billing. The capabilities listed below is default behavior, but institution or organization level settings can alter user capabilities.

Role	Capabilities
<p align="center"><b>Core Administrator</b></p>	Full access to core's site and members
	Manage all administrative settings
	Access to all editing functions
	Run billing and reporting
<p align="center"><b>Core Financial Manager</b></p>	Can edit content on the about our core, request services, and schedule equipment tabs
	Manage requests and calendars

	Manage facility members
	Run billing and reporting capabilities
<b>Core Manager</b>	Can edit content on the about our core, request services, and schedule equipment tabs
	Manage requests and calendars
	Manage facility members
	Run billing and reporting capabilities