User functionality matrix - DOCUMENTS

	User Types (privileges)			Process Stakeholders		Group Stakeholders				
	User	Business Analyst	Promaster	Process Owner	Process Expert	Process Group Champion	Process Group Editor	Document Owner	Document Approver	System Owner
Document Editing Rights										
Add a document	●	●	●	●	●	●	●	●	●	●
Replace a document*		●	●	● ■ (if document is linked to their process)	● ■ (if document is linked to their process)	● ■ (if their group is the primary group of document)		■		● (if document is linked to system)
Approve document prior to being visible to users			●						◆	
Review document (periodically)		●	●	● ■ (if document is linked to their process)	● ■ (if document is linked to their process)	● ■ (if their group is the primary group of document)		■		● (if document is linked to system)
Edit document attributes (E.g. category, search tag, system tag etc.)		●	●	● ■ (if document is linked to their process)	● ■ (if document is linked to their process)	● ■ (if their group is the primary group of document)		■		● (if document is linked to system)
Associate document to secondary Groups		●	●	● ■ (if document is linked to their process)	● ■ (if document is linked to their process)	● ■ (if their group is the primary group of document)		■		● (if document is linked to system)
View the document history / access previous version of the document		●	●	● ■ (if document is linked to their process)	● ■ (if document is linked to their process)	● ■ (if their group is the primary group of document)		■		● (if document is linked to system)
Bulk associate System / Search tag		●	●	● ■ (if document is linked to their process)	● ■ (if document is linked to their process)	● ■ (if their group is the primary group of document)		■		● (if document is linked to system)

*dependant on configuration settings: ● Default settings   ■ Configurable by Promaster via Group Stakeholders
◆ Switched on by Promaster via configurations

User functionality matrix - DOCUMENTS

	User	Business Analyst	Promaster	Process Owner	Process Expert	Process Group Champion	Process Group Editor	Document Owner	Document Approver	System Owner
Share single document URL (minimode)	●	●	●	●	●	●	●	●	●	●
Share document list URL			●							
Archive document		●	●	● ■ (if document is linked to their process)	● ■ (if document is linked to their process)	● ■ (if their group is the primary group of document)		■		● (if document is linked to system)
View archived documents*		●	●	◆ (if document is linked to their process)	◆ (if document is linked to their process)	◆ (if their group is the primary group of document)		◆		◆ (if document is linked to system)
Delete document from archive		●	●							
Restore document from archive			●							
Group Editing Rights										
Assign Document Owners			●							
Assign Document Approvers			●							
Convert a Group to 'Document only group'		●	●			●				

*dependant on configuration settings: ● Default settings ■ Configurable by Promaster via Group Stakeholders
◆ Switched on by Promaster via configurations

User functionality matrix - DOCUMENTS

	User	Business Analyst	Promaster	Process Owner	Process Expert	Process Group Champion	Process Group Editor	Document Owner	Document Approver	System Owner
Other Rights										
Run document reports	● (only Doc. List)	●	●	● (only Doc. List)	● (only Doc. List)	●	● (only Doc. List)	● (only Doc. List)	● (only Doc. List)	● (only Doc. List)
Create Document Tags		●	●							
Make changes to configurations			●							
Switch on 'Document Approval Mode'			●							
Switch on 'Document Review' function			●							
Set default document review frequency			●							

Note: Process Owners/Experts will only show up as Document Owners once the process has been published

*dependant on configuration settings: ● Default settings ■ Configurable by Promaster via Group Stakeholders
◆ Switched on by Promaster via configurations