

# Understanding user permissions

1

Hello! In this short tutorial, I'll guide you through how to locate and interpret the permissions table in Impact Evaluator, so you can easily manage user roles and their permissions.

The screenshot shows the 'Users' page in Impact Evaluator. On the left, the Impact Evaluator logo is displayed above the text 'Users: User permissions'. On the right, a permissions table is shown with columns for 'Participant', 'Coordinator', 'Manager', 'Admin', and 'Owner'. The table lists various permissions such as 'Belongs to programs', 'Can answer surveys', and 'Full access to company permissions'. Below the table is a 3D bar chart with several bars of varying heights and colors (blue, purple, green).

Feature/Permission	Participant	Coordinator	Manager	Admin	Owner
Belongs to programs	✓	✓	✓	✓	✓
Belongs to groups	✓	✗	✓	✗	✗
Can answer surveys	✓	✓	✓	✓	✓
Can view "Student report" after completing a survey	✓	✓	✓	✓	✓
Can edit personal info of participants	✗	✓	✓	✓	✓
Can view participant's programs	✗	✓	✓	✓	✓
Can create participants	✗	✗	✗	✓	✓
Can create groups	✗	✗	✗	✓	✓
Can create programs	✗	✗	✗	✓	✓
Can view all reports of participants and programs	✗	✓	✓	✓	✓
Can view billing	✗	✗	✗	✗	✓
Can purchase evaluations	✗	✓	✓	✓	✓
Full access to company permissions	✗	✗	✗	✓	✓

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Impact Evaluator

2

To access the permissions table, head over to the 'Users' tab in the main menu.

The screenshot shows the main menu of Impact Evaluator. The 'Users' tab is highlighted in the left-hand navigation menu. The main content area displays the profile of 'Demo Owner' with a 'Users' button and 'Edit Profile' button. Below the profile, there are statistics for 'Total Managers' (0), 'Total Coordinators' (0), 'Total Participants' (11), and 'Total Groups' (1). At the bottom, there is a 'Participants' section with search and filter options.

To access the permissions table, head over to the 'Users' tab in the main menu.

Impact Evaluator

3

When you click on any of the menu items in the Users page—Participants, Coordinators, Managers, or Administrators—the relevant sub-page for that role will open

The screenshot shows the 'Participants' sub-page in the Impactevaluator interface. The 'Participants' menu item is highlighted with a red box. The page displays a table of participants with columns for Name, Group, Programs, Age, Grade, Status, and Action. The table contains five rows of participant data.

	NAME	GROUP	PROGRAMS	AGE	GRADE	STATUS	ACTION
<input type="checkbox"/>	CB Chris Brown	Demo Group 1	Build a Boat			●	🗑️
<input type="checkbox"/>	DW David Wilson	Demo Group 1	Build a Boat			●	🗑️
<input type="checkbox"/>	ED Emily Davis	Demo Group 1	Build a Boat			●	🗑️
<input type="checkbox"/>	JA James Anderson	Demo Group 1	Build a Boat			●	🗑️
<input type="checkbox"/>	JS Jane Smith	Demo Group 1	Build a Boat			●	🗑️

When you click on any of the menu items in the Users page—Participants, Coordinators, Managers, or Administrators—the relevant sub-page for that role will open

4

On each of these pages, you'll find an info icon next to the role's header.

The screenshot shows the 'Participants' sub-page in the Impactevaluator interface. The 'Participants' menu item is highlighted with a red box, and an info icon is visible next to it. The page displays a table of participants with columns for Name, Group, Programs, Age, Grade, Status, and Action. The table contains five rows of participant data.

	NAME	GROUP	PROGRAMS	AGE	GRADE	STATUS	ACTION
<input type="checkbox"/>	CB Chris Brown	Demo Group 1	Build a Boat			●	🗑️
<input type="checkbox"/>	DW David Wilson	Demo Group 1	Build a Boat			●	🗑️
<input type="checkbox"/>	ED Emily Davis	Demo Group 1	Build a Boat			●	🗑️
<input type="checkbox"/>	JA James Anderson	Demo Group 1	Build a Boat			●	🗑️
<input type="checkbox"/>	JS Jane Smith	Demo Group 1	Build a Boat			●	🗑️

On each of these pages, you'll find an info icon next to the role's header.

5

Clicking this icon will display a popup with the full permissions table for all the roles.

The screenshot shows the 'Participants' page in the Impactevaluator application. At the top, there are navigation tabs for 'Participants', 'Coordinators', 'Managers', and 'Administrators'. Below the tabs, there are buttons for '+ Users to Program', '+ Users to Group', '+ Multiple Participants', and '+ Participant'. A search bar is present with the text 'Search by Participant Name'. Below the search bar is a table of participants. A red box highlights an information icon (i) next to the 'Participants' header.

NAME	GROUP	PROGRAMS	AGE	GRADE	STATUS	ACTION
Chris Brown	Demo Group 1	Build a Boat				
David Wilson	Demo Group 1	Build a Boat				
Emily Davis	Demo Group 1	Build a Boat				
James Anderson	Demo Group 1	Build a Boat				
Jane Smith	Demo Group 1	Build a Boat				

Clicking this icon will display a popup with the full permissions table for all the roles.

6

The permissions table is straightforward. Each role has different access levels.

The screenshot shows a permissions table popup in the Impactevaluator application. The table lists various features/permissions and their access levels for different roles: Participant, Coordinator, Manager, Admin, and Owner. A red box highlights the 'Feature/Permission' column header.

Feature/Permission	Participant	Coordinator	Manager	Admin	Owner
Belongs to programs	✓	✓	✓	✓	✓
Belongs to groups	✓	✗	✓	✗	✗
Can answer surveys	✓	✓	✓	✓	✓
Can view 'Student report' after completing a survey	✓	✓	✓	✓	✓
Can edit personal info of participants	✗	✓	✓	✓	✓
Can view participant's programs	✗	✓	✓	✓	✓
Can create participants	✗	✗	✓	✓	✓
Can create groups	✗	✗	✗	✓	✓
Can create programs	✗	✗	✗	✓	✓
Can view all reports of participants and programs	✗	✓	✓	✓	✓
Can view billing	✗	✗	✗	✗	✓
Can purchase assessments	✗	✓	✓	✓	✓
Full access to company permissions	✗	✗	✗	✓	✓

The permissions table is straightforward. Each role has different access levels.

7

The Owner has full control over all features

Feature/Permission	Participant	Coordinator	Manager	Admin	Owner
Belongs to programs	✓	✓	✓	✓	✓
Belongs to groups	✓	✗	✓	✗	✗
Can answer surveys	✓	✓	✓	✓	✓
Can view 'Student report' after completing a survey	✓	✓	✓	✓	✓
Can edit personal info of participants	✗	✓	✓	✓	✓
Can view participant's programs	✗	✓	✓	✓	✓
Can create participants	✗	✗	✗	✓	✓
Can create groups	✗	✗	✗	✓	✓
Can create programs	✗	✗	✗	✓	✓
Can view all reports of participants and programs	✗	✓	✓	✓	✓
Can view billing	✗	✗	✗	✗	✓
Can purchase assessments	✗	✓	✓	✓	✓
Full access to company permissions	✗	✗	✗	✓	✓

The Owner has full control over all features

8

while other roles—such as Admin, Manager, Coordinator, and Participant, have access based on their specific responsibilities.

Feature/Permission	Participant	Coordinator	Manager	Admin	Owner
Belongs to programs	✓	✓	✓	✓	✓
Belongs to groups	✓	✗	✓	✗	✗
Can answer surveys	✓	✓	✓	✓	✓
Can view 'Student report' after completing a survey	✓	✓	✓	✓	✓
Can edit personal info of participants	✗	✓	✓	✓	✓
Can view participant's programs	✗	✓	✓	✓	✓
Can create participants	✗	✗	✗	✓	✓
Can create groups	✗	✗	✗	✓	✓
Can create programs	✗	✗	✗	✓	✓
Can view all reports of participants and programs	✗	✓	✓	✓	✓
Can view billing	✗	✗	✗	✗	✓
Can purchase assessments	✗	✓	✓	✓	✓
Full access to company permissions	✗	✗	✗	✓	✓

while other roles—such as Admin, Manager, Coordinator, and Participant, have access based on their specific responsibilities.

9

A green checkmark means the role has that permission

Feature/Permission	Participant	Coordinator	Manager	Admin	Owner
Belongs to programs	✓	✓	✓	✓	✓
Belongs to groups	✓	✗	✓	✗	✗
Can answer surveys	✓	✓	✓	✓	✓
Can view 'Student report' after completing a survey	✓	✓	✓	✓	✓
Can edit personal info of participants	✗	✓	✓	✓	✓
Can view participant's programs	✗	✓	✓	✓	✓
Can create participants	✗	✗	✗	✓	✓
Can create groups	✗	✗	✗	✓	✓
Can create programs	✗	✗	✗	✓	✓
Can view all reports of participants and programs	✗	✓	✓	✓	✓
Can view billing	✗	✗	✗	✗	✓
Can purchase assessments	✗	✓	✓	✓	✓
Full access to company permissions	✗	✗	✗	✓	✓

A green checkmark means the role has that permission

10

while a red cross means they do not.

Feature/Permission	Participant	Coordinator	Manager	Admin	Owner
Belongs to programs	✓	✓	✓	✓	✓
Belongs to groups	✓	✗	✓	✗	✗
Can answer surveys	✓	✓	✓	✓	✓
Can view 'Student report' after completing a survey	✓	✓	✓	✓	✓
Can edit personal info of participants	✗	✓	✓	✓	✓
Can view participant's programs	✗	✓	✓	✓	✓
Can create participants	✗	✗	✗	✓	✓
Can create groups	✗	✗	✗	✓	✓
Can create programs	✗	✗	✗	✓	✓
Can view all reports of participants and programs	✗	✓	✓	✓	✓
Can view billing	✗	✗	✗	✗	✓
Can purchase assessments	✗	✓	✓	✓	✓
Full access to company permissions	✗	✗	✗	✓	✓

while a red cross means they do not.

11

In some cases, you may see an info icon within the permissions table itself. These icons provide additional details where permissions are limited.

Feature/Permission	Participant	Coordinator	Manager	Admin	Owner
Belongs to programs	✓	✓	✓	✓	✓
Belongs to groups	✓	✗	✓	✗	✗
Can answer surveys	✓	✓	✓	✓	✓
Can view 'Student report' after completing a survey	✓	✓	✓	✓	✓
Can edit personal info of participants	✗	✓	✓	✓	✓
Can view participant's programs	✗	✓	✓	✓	✓
Can create participants	✗	✗	✗	✓	✓
Can create groups	✗	✗	✗	✓	✓
Can create programs	✗	✗	✗	✓	✓
Can view all reports of participants and programs	✗	✓	✓	✓	✓
Can view billing	✗	✗	✗	✗	✓
Can purchase assessments	✗	✓	✓	✓	✓
Full access to company permissions	✗	✗	✗	✓	✓

In some cases, you may see an info icon within the permissions table itself. These icons provide additional details where permissions are limited.

12

For example, under "Can view all reports of participants and programs" Coordinators have an info icon.

Feature/Permission	Participant	Coordinator	Manager	Admin	Owner
Belongs to programs	✓	✓	✓	✓	✓
Belongs to groups	✓	✗	✓	✗	✗
Can answer surveys	✓	✓	✓	✓	✓
Can view 'Student report' after completing a survey	✓	✓	✓	✓	✓
Can edit personal info of participants	✗	✓	✓	✓	✓
Can view participant's programs	✗	✓	✓	✓	✓
Can create participants	✗	✗	✗	✓	✓
Can create groups	✗	✗	✗	✓	✓
Can create programs	✗	✗	✗	✓	✓
Can view all reports of participants and programs	✗	✓	✓	✓	✓
Can view billing	✗	✗	✗	✗	✓
Can purchase assessments	✗	✓	✓	✓	✓
Full access to company permissions	✗	✗	✗	✓	✓

For example, under "Can view all reports of participants and programs" Coordinators have an info icon.

13

Clicking on it, will show that coordinators can only view reports for participants and programs they coordinate.

Feature/Permission	Participant	Coordinator	Manager	Admin	Owner
Belongs to programs	✓	✓	✓	✓	✓
Belongs to groups	✓	✗	✓	✗	✗
Can answer surveys	✓	✓	✓	✓	✓
Can view 'Student report' after completing a survey	✓	✓	✓	✓	✓
Can edit personal info of participants	✗	✓	✓	✓	✓
Can view participant's programs	✗	✓	✓	✓	✓
Can create participants	✗	✗	✗	✓	✓
Can create groups	✗	✗	✗	✓	✓
Can create programs	✗	✗	✗	✓	✓
Can view all reports of participants and programs	✗	✓	✓	✓	✓
Can view billing	✗	✗	✗	✓	✓
Can purchase assessments	✗	✓	✓	✓	✓
Full access to company permissions	✗	✗	✗	✓	✓

Clicking on it, will show that coordinators can only view reports for participants and programs they coordinate.

14

This concludes our tutorial. The permissions table helps you quickly understand what each role can do in Impact Evaluator, ensuring the right level of access for everyone in your organization. Thanks for watching.

Feature/Permission	Participant	Coordinator	Manager	Admin	Owner
Belongs to programs	✓	✓	✓	✓	✓
Belongs to groups	✓	✗	✓	✗	✗
Can answer surveys	✓	✓	✓	✓	✓
Can view 'Student report' after completing a survey	✓	✓	✓	✓	✓
Can edit personal info of participants	✗	✓	✓	✓	✓
Can view participant's programs	✗	✓	✓	✓	✓
Can create participants	✗	✗	✗	✓	✓
Can create groups	✗	✗	✗	✓	✓
Can create programs	✗	✗	✗	✓	✓
Can view all reports of participants and programs	✗	✓	✓	✓	✓
Can view billing	✗	✗	✗	✓	✓
Can purchase assessments	✗	✓	✓	✓	✓
Full access to company permissions	✗	✗	✗	✓	✓

This concludes our tutorial. The permissions table helps you quickly understand what each role can do in Impact Evaluator, ensuring the right level of access for everyone in your organization. Thanks for watching.