

User Permissions

Site Administrators and Site Users each have different roles within TIPWeb-IT. Permission levels are set by the Administrative Administrator.

A **Site Administrator** is responsible for the inventory of a specific site, such as a librarian, principal, or warehouse manager.

A **Site User** is a role that may support the Site Administrator in the management of inventory, such as assistant library staff or site volunteers.

Note: Permissions are limited to a user's assigned site(s). Default Site permissions are listed below.

User Permission	Can Access	Cannot Access
Site Administrator	<ul style="list-style-type: none"> Assigned Site Home Screen View or Print Catalog Reports for Assigned Site Assigned Site View Pages Site Audit Room Audits Site Staff and Students Site Users Purchasing Inventory Receiving Inventory Initiate Site to Site Transfers Tag/Serial Component/Attachment Search Tabs Make Changes to Existing Tags Print Tags Mobile Site View for Assigned Site 	<ul style="list-style-type: none"> Change Room Types Designated in a Site Audit Change Assigned Site Settings Access Transfer History Log Access Archive Inventory Information Merge Product Lines on Purchase Orders Reconcile Room Audits without Permission from the Administrative Administrator
Site User	<ul style="list-style-type: none"> View the Assigned Site Home Screen View or Print Catalog Reports for the Assigned Site View the Pages of the Assigned Site Site Audits Room Audits Staff and Students Purchasing Inventory Receiving Inventory Initiate Site to Site Transfers, although the district can restrict any shipping of initiated inventory transfers. Tag/Serial Component/Attachment Tab Print Tags Mobile Sites View of Assigned Site 	<ul style="list-style-type: none"> Change the Designated Room Type in a Site Audit Change User Settings or Permissions Change Site Settings Access Transfer History Log Access Tags Screen Access Archived Inventory Information Move to Reconcile an Audit, Re-open Reconciliation for an Audit, Make Room Audit Edits, or Bulk Close Locations with No Audit Inventory Access Room Audit Details, Room Audit Summary Reports and Delete Items from a Room Void Charges on Student Accounts Create Purchase Orders, Add Products to a Purchase Order, Delete Products from a Purchase Order Add/Edit Components Tab/Attachment Tab