

## Understanding User Permissions in BoardBook Premier

In this document we will go over user permissions in the BoardBook Premier program. This document contains references to other documents and videos located on our support page. As always access the support page by clicking on the blue circle with the question mark (found at the top of the BoardBook page) and selecting 'BoardBook Help'.

### Overview

In BoardBook, as with most programs there are settings which control what a user can do and see within the program. Over the course of this document, we will talk about the user role and user permissions which define the capabilities of a user.

**User Position:** When setting up a new user configuring the user role does two things.

First, it identifies what section of the manage users page the user will be assigned to (Typically Board or Staff).

Second, some user positions also automatically assign a User Role. This will be covered below.

**User Permissions:** User permissions provide a user with specific capabilities or access within the program.

Some users may need no permissions, as simply having a login provides the 'Anyone with a Login' level of access, other users may need one, two or many permissions to do, or access what they need in the program.

**Note:** In BoardBook Premier as with most other permission-oriented programs we recommend only giving a user the bare minimum permissions that they need to do what they need in the program. Giving a user more permissions than they need or have been trained to use can result in unrecoverable actions being taken out of ignorance or even malice.

**Note:** In addition to providing access to tools some permission levels provide access to different levels of attachments or documents. Comparing the two breakdown sections below will be helpful in understanding this.

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## User Position:

Note: The 'User Position' can only be managed by a user with both the 'Organizational Administrator' and 'User Manager' permissions.

The user position often seen in the program as 'Position with 'Organization Name' should be set when a new user is added but can be updated later. **It is important to understand that the user position has nothing to do with the user's job title.** For example, a person working for the organization in an administrative function might be called an administrator, or even have administrator in their job title or responsibilities. This however has nothing to do with what their user position is within the BoardBook program. In the BoardBook program, a user with the 'Administrator' user position is someone who administrates the program and can make such important changes as adding or managing meeting locations and literally changing the organization name on the account and has access to ALL documents.

If you want to include a person's job title, or description there is a field for this. This field is titled 'Other Position Title' and it is optional. This field allows us to properly classify a user by applying both a 'Position with 'org name', and a 'Other Position Title'. So, for example if I had someone in my organization who was the Administrative Assistant to the CFO who needed access but not administrative access to the program, I would generally set their position as shown below:

Position with County School District:

Other Position Title (optional):

As we'll see shortly, the 'Staff' position does not automatically apply any user role, so I'll be able to apply any specific permissions needed by this individual user or not as appropriate.

**User Role:** As we have learned the User Role can be automatically or manually assigned. Within BoardBook Premier the only relevant roles are:

Organization Administrator	Can manage organization settings such as Name and Media settings. When combined with the 'User Manager' permission can add new users and manage user settings such as email addresses for existing users.
Can Log into BoardBook Premier	By unchecking this role a user can be prevented from logging into your organizations BoardBook Premier account. This is generally done when this would likely be a temporary situation. Users who are not expected or wanted to ever log into the organizations BoardBook account again should be removed.

## Breakdown of User Permissions by Attachment or Document access:

NOTE: Only the permissions / role below impact attachment or document access.

NOTE: If a user does not have access to a meeting, they will not have access to attachments or documents associated to that meeting. (attachments, extras or supplementary materials)

<b>Permission</b>	<b>Task Description</b>
Organizational Administrator role	Access to ALL documents. Access to ALL attachments in meetings the user has access to.
Agenda Manager	Access to documents and attachments with a permission of lower than 'Organizational Administrator'.
Voting Member	Access to documents and attachments with a permission of Voting Member or below.
Agenda Reviewer: In Development	Access to documents and attachments with a permission of Agenda Reviewers or below.
Agenda Reviewer: In Review	Access to documents and attachments with a permission of Agenda Reviewers or below.
Attorney	Access to documents and attachments with a permission of Attorney or below.
Anyone with a Login	Access to documents and attachments given to users with none of the above listed permissions.

## Breakdown of User Permissions by Function:

Essentially what can a user with this permission do in the program.

<b>Permission</b>	<b>Task Description</b>
Agenda Manager	Create edit and manage meetings, edit and manage agendas, change meeting status.
Minutes Manager	Record Actions, Take Attendance, Add and Edit the Discussion field.
Meeting Leader	Control the agenda navigation for persons using 'Follow the Leader' or if 'Projector Page' is used. Manage 'Raise Hand' if that function is being used.
Agenda Reviewer: In Development	View meetings and agenda information when the meeting is in the 'In Development', 'Published', or 'Completed' statuses. Note: Cannot make changes.
Agenda Reviewer: In Review	View meetings and agenda information when the meeting is in the 'In Review', 'Published', or 'Completed' statuses. Note: Cannot make changes.
Voting Member	Can view meetings in 'In Review', 'Published', or 'Completed' statuses. Can use electronic voting (if being used). This is your typical 'Board Member'.
Agenda Item Requestor	Can create a standalone item which can be submitted to be added to a meeting by an Agenda Manager or submitted for review to a user or users with the 'Requested Agenda Item Approver' permission.
Requested Agenda Item Approver	Can review requested items submitted by users with the 'Agenda Item Requestor' permission. These items can be approved which makes them available to be added to the agenda by a user with the 'Agenda Manager' permission or returned to the requestor. Can add contribution notes to the item.
Attorney	No rights by itself 'Attorney and above' is one of the hierarchical permission levels for attachments, documents and agenda fields.
Document Manager	Can upload and manage Online Documents NOTE: Does not apply to attachments which are managed by the Agenda Manager.
Links Manager	Can create, edit, and delete organizational links seen on the home page. NOTE: Does not apply to links within an agenda or meeting
Goal Manager	Can create, edit, and delete organizational goals.
Calendar Manager	Can create, edit, and delete non-system generated calendar events.
User Manager	Can delete users and assign or change permissions to any user. Add update or manage 'Units' (committees, commissions, etc.) When combined with the 'Organization Administrator' role, can add new users and manage user settings such as email addresses, user IDs, and passwords.

## Typical Permissions by Title:

Now let us look at some typical types of BoardBook users and what type of permissions they might need. Obviously, these are just examples, as you add users think about the tasks those users will be performing in BoardBook and assign permissions based on those tasks.

<b>Title</b>	<b>Typical BoardBook Permissions Might Include</b>
Superintendent/CEO	Possibly only Agenda Reviewer – In Review, and Agenda Reviewer – In Development (If actively working with agendas) Agenda Manager, (If leading the navigation of the meeting) Meeting Leader
Administrative Assistant	Agenda Manager, possibly Minutes Manager, (If main program user) Document Manager(Tier 2), Link Manager, Goal Manager(Tier 2), Calendar Manager, User Manager
Other Administrative Staff	(possibly) Agenda Item Requestor, Requested Agenda Item Approver
Board President	Voting Member, (possibly) Agenda Reviewer: In Development
Board Secretary	Minutes Manager, If also a Board Member, Voting Member
Board Member	Voting Member
Attorney	Agenda Reviewer: In Review, Attorney

## Unnecessary User Permissions

We have noticed that there are several patterns of permissions we commonly see that are unnecessary.

- Voting Member**      Voting members absolutely do not need Agenda Reviewer – In Review. As the Voting Member permission already gives them access to see meetings in the ‘In Review’ status. Giving a Voting Member the Agenda Reviewer – In Development may make sense if you want them to see the meeting at the In Development status.
- Agenda Manager**      There is no need for an Agenda Manager to ever have either of the Agenda Reviewer permissions, or the Item Requester permission.
- Document Manager**      There is no need to give a Document Manager any of the ‘Document Type Permissions’ seen in the right column on the permission screen. These are used to give non-document managers permissions to manage one or more but not all specific document types.
- Document Type Permissions:** This is used to explicitly give ‘management’ permissions to one or more document type. This is NOT used to give a user access to simply view the documents within a document type.
- Calendar Manager**      There is no need to give a Calendar Manager any of the ‘Calendar Permissions’ seen on the right column on the permissions screen. These are used to give non-calendar managers permissions to manage one or more but not all specific calendar types.
- Calendar Permissions:** This is used to explicitly give ‘management’ permissions to one or more calendar type. This is NOT used to give a user access to simply view the calendar type.