

About Administrative Permissions

ProjectTalk offers five types of administrative permissions:

- Account Administration
- Company Administration
- Employee Administration
- Portfolio Administration
- Master Corporate Administrator

By default, new users do not have any of these permissions. However, any user can be assigned administrative permissions.

Account Administration

Users with Account Administration permissions have access to the Account Administration features. To maintain company accounts, Account Administrators can do the following:

- View, edit and delete billing accounts
- Create new accounts
- Transfer users between accounts
- Assign employees to and remove employees from an account
- Maintain sponsored users
- View and maintain information for service charges

Company Administration

Users with Company Administration permission have access to the Company Administration features. To maintain company information, Company Administrators can do the following:

- View and edit company details
- View, edit, add and delete company locations
- Transfer employees between company locations

Employee Administration

Users with Employee Administration permission have access to the Employee Administration features. To add and maintain employees, Employee Administrators can do the following:

- Authorize or reject new employees
- Create, edit and remove existing employees
- View current employee details

- Change employee administrative permissions, membership levels and scheduling access

An Employee Administrator cannot change permissions if the check box "Do not allow Employee Administrator to change users' Administrative permissions, including own" is selected.

Portfolio Administration

Users with Portfolio Administration permission have access to the Portfolio Administration features. To maintain company portfolios, Portfolio Administrators can do the following:

- List all portfolios owned by the company
- View details of each portfolio, including projects and user access
- Create new portfolios, projects and homepages
- Edit and invite users to project homepages
- Launch Project Management
- By-pass the single sign on feature

Master Corporate Administrator

A user with a Master Corporate Administrator (MCA) permission has all the above permissions. Each company can have only one MCA. The first user to register a company is assigned the MCA permission, but this user may transfer the MCA membership to another user. After transferring the MCA permission to another user, the former MCA retains all other administrative permissions.

The MCA can assign all other administration permissions to multiple users. The MCA can remove these permissions from users at any time.