

KnowledgeShare Permission Groups - Key

Whole system – can view/edit across the entirety of KnowledgeShare

Own LKS – can view/edit own LKS but not other LKSs

Own – can view/edit own information but not others in their LKS

- no permission

| Permission level | LKS Administrators | Librarians | Library Assistants | Members |
|----------------------------------|--------------------|--------------|--------------------|--------------|
| LKS | | | | |
| May add, edit and delete the LKS | Own LKS | - | - | - |
| May view LKS details | Own LKS? | Whole system | Whole system | Whole system |
| Organisations | | | | |
| May edit organisations | Own LKS | - | - | - |
| May view organisations | Whole system | Whole system | Whole system | Whole system |
| Regions | | | | |
| May add, edit and delete regions | - | - | - | - |
| May view regions | Whole system | Whole system | Whole system | Whole system |
| Members | | | | |
| May add members | Own LKS | Own LKS | Own LKS | - |
| May delete members | Own LKS | - | - | - |

| | | | | |
|--|--------------|--------------|--------------|--------------|
| May edit members | Own LKS | Own LKS | Own LKS | Own profile |
| May merge members | Own LKS | Own LKS | Own LKS | - |
| May view members | Whole system | Whole system | Whole system | Whole system |
| Staff accounts | | | | |
| May add staff | Own LKS | - | - | - |
| May delete staff | Own LKS | - | - | - |
| May edit staff | Own LKS | Own profile | Own profile | - |
| May view staff | Whole system | Whole system | Whole system | Own LKS |
| Evidence Searches | | | | |
| May assign evidence searches | Own LKS | Own searches | - | - |
| Can clone an evidence search request to a new one | Own LKS | Own LKS | - | - |
| May edit an existing evidence search request | Own LKS | Own LKS | Own LKS | - |
| Can manage evidence search request feedback | Own LKS | Own LKS | Own LKS | - |
| May start a new evidence search request | Own LKS | Own LKS | Own LKS | Own searches |
| May view evidence search requests | Own LKS | Own LKS | Own LKS | Own searches |
| May edit the evidence search capacity for members of staff | Own LKS | - | - | - |
| May view the evidence search capacity for members of staff | Own LKS | - | - | - |

| Resources | | | | |
|--|--------------|--------------|--------------|--------------|
| May add, edit and delete resources | Own LKS | Own LKS | Own LKS | - |
| May publish resources | Own LKS | Own LKS | Own LKS | - |
| May view resources | Whole system | Whole system | Whole system | Whole system |
| Skills sessions | | | | |
| May add, edit, cancel sessions; mark attendees as having attended; view questionnaire responses; generate certificates; add time spent | Own LKS | Own LKS | Own LKS | - |
| Can add or cancel bookings and people on the waiting list | Own LKS | Own LKS | Own LKS | - |
| May view sessions; see who attended; view responses, certificates, and time spent | Own LKS | Own LKS | Own LKS | Own LKS |
| May add and edit training templates | Own LKS | - | - | - |
| May view training templates | Own LKS | Own LKS | - | - |
| Newsletters | | | | |
| May add, edit and delete newsletters | Own LKS | Own LKS | - | - |
| May view newsletters | Whole system | Own LKS? | Whole system | Whole system |

| Emails | | | | |
|--|---------------|---------------|---------|------------|
| May manage emails | Own LKS | Own emails | - | - |
| May add, edit and delete email templates | Own LKS | Own templates | - | - |
| May view email templates | Own LKS | Own LKS | - | - |
| Networking groups | | | | |
| May add groups | Own LKS | Own LKS | Own LKS | Own LKS |
| May add users to groups | Own LKS | Own LKS | Own LKS | Own groups |
| May delete groups | Own LKS | Own LKS | Own LKS | Own groups |
| May edit groups | Own LKS | Own LKS | Own LKS | Own LKS |
| May invite users to groups | Own LKS | Own LKS | Own LKS | Own LKS |
| May remove users from groups | Own LKS | Own LKS | Own LKS | Own groups |
| Reports | | | | |
| Report on the scoped objects | Whole system? | - | - | - |

The **LKS Named Administrator** has the same permission levels as the LKS Administrators outlined above, plus:

- Edit a member's login details
- Receives weekly email report of members who have self-registered in the previous week
 - o Email subject: Weekly report of self-registered members on KnowledgeShare
- Receives weekly email alert when a member is manually or automatically Unassigned
 - o Email subject: Manually and automatically unassigned members on KnowledgeShare

- Receives email alert when a member logs in to KnowledgeShare and requests an
 - Email subject when deadline is greater than 7 days: New KnowledgeShare Evidence Search Request by a Member
 - Email subject when deadline is less than 7 days: New KnowledgeShare Evidence Search Request by a Member: Short Deadline
- Receives email alert when a member self-registers and adds information to their Professional Interests page
 - Email subject: Member is missing an assigned librarian on KnowledgeShare
- Move Organisation departments between Divisions
- Move Organisation locations between Geographic Locations