

Permission Area	Permission Title	Permissions Description	Additional Notes
Users	View	Can view all of the assigned users	This permission also allows Power Users to export a list of users assigned to them via CSV or XLS and to see the User Personal Summary for their users.
Users	Create	Can create users	This permission allows Power Users to import users via CSV, but not to import other users as Power Users. Newly created users by a Power User will not automatically have Power User or Admin functionality. In addition, Power Users will be able to see the User Personal Report for their users.
Users	Edit	Can edit all assigned users	This permission also allows Power Users to see the User Personal Report for their users.
Users	Delete	Can delete all assigned users	
Users	Allow Power Users to skip mandatory fields when creating a user	If checked, this Power User can ignore any mandatory profile fields when creating a user.	
Users	Can see invisible fields	If checked, this Power User has the ability to see all user additional fields marked as invisible.	This permission allows Power Users to see invisible user additional fields when creating or editing users, in reports, and in the User Personal Summary.
Users	Users waiting for subscription confirmation	Can manage users in a waiting list, but only if a user is in an assigned branch	
Users	Can activate users	Any user created by the Power Users associated to this profile becomes active without superadmin approval.	
Users	Can impersonate normal user	Can impersonate normal user	The Power Users assigned to this permission can view the Users management page listing all of the users assigned to them. They can impersonate normal users, and cannot impersonate other Power Users or Superadmins.
Groups	View	Can view all of the assigned groups	If a Power User profile has View permissions on groups, the Power Users assigned to the profile will be able to see only the groups assigned to them
Groups	Create	Can create groups	When the Power User profile has Create permissions, the Power Users associated with the profile will be allowed to create manual groups, but will not have creation permissions on automatic groups
Groups	Edit	Can edit all assigned groups	Power Users will be able to edit the groups' names and descriptions both for manual and automatic groups. For manual groups, they will also be able to add or remove the users they have visibility on to and from the group. They will not be able to edit the conditions for the population of automatic groups.
Groups	Delete	Can delete all assigned groups	

Courses	View	Can view all of the assigned courses	<p>Cannot access the enrollment page of a course in which none of his or her assigned users are enrolled.</p> <p>Cannot view the Training Materials page for assigned courses. This permission is needed, besides any relevant permission on enrollments, to see the Enroll button in courses.</p>
Courses	Create	Can create courses	<p>Power Users who can create or edit courses can also access the Question Bank (they cannot create questions, they can just view and edit them, and assign them to the tests in the courses they manage).</p> <p>Power Users will always have visibility on the courses they create, even when they are not enrolled in it, or they are not assigned to the course, or to any of the learning plans and catalogs including the course.</p>
Courses	Edit	Can edit all assigned courses	<p>Can view the training materials page for assigned courses.</p> <p>Can add and edit training materials in the course.</p> <p>Can select which version of a training material from the Central Repository can be placed into a course of which they have permission to edit.</p> <p>Can manage training material settings.</p> <p>This permission is necessary if you want a Power User to have the ability to edit courses created by other Power Users.</p> <p>The Power Users allowed to edit the courses assigned to them can also delete the courses' thumbnail and reset them to the platform default thumbnail for courses. Please note that Power Users need the Image Management permissions in order to upload new thumbnails.</p>
Courses	Delete	Can delete all assigned courses	
Courses	Evaluation	Can evaluate their assigned users in their assigned courses	This permission grants Power Users to set the final score of a course, not the scores of single training material within the course.
Courses	Waiting Subscription	Can manage assigned users in a waiting list	
Learning Plan	View	Can view all assigned learning plans, and manage their users	This permission also allows Power User to assign and unassign users to learning plans
Learning Plan	Edit	Can edit assigned learning plans	<p>- this permission also allows the creation of learning plans</p> <p>- when Power Users are assigned to <i>all courses</i>, they will keep full visibility also on the learning plans they have created</p> <p>- when Power users are assigned to <i>all courses and learning plans in visible catalogs</i>, they will keep full visibility also on the courses and the learning plans they have created, even if they belong to catalogs they don't have visibility on</p>
Enrollment	View	Can view the enrollments for the assigned users	
Enrollment	Create	Can enroll assigned users to the assigned groups	This permission is needed for Superadmins to assign extra seats to Power Users.
Enrollment	Edit	Can edit enrollments for the assigned users	

Enrollment	Delete	Can delete enrollments for the assigned users	
Enrollment	Can only enroll learners	The Power Users associated to this profile can only enroll learners into courses. Otherwise, they can enroll both learners and instructors.	
Enrollment	Can activate enrollments	Any learner enrolled into a course by a Power Users associated to this profile becomes active without superadmin approval.	
Course Catalogs	View	Can view assigned catalogs	
Course Catalogs	Create	Can add new catalogs	
Course Catalogs	Edit	Can edit assigned catalogs	
Course Catalogs	Delete	Can delete assigned catalogs	
Course Catalogs	Allow Power User to buy courses and learning plans on behalf of someone else	Can purchase items on behalf of other users during the checkout process.	More details on the shopping cart management
Course Catalogs	Allow Power User to buy and assign seats for courses and learning plans	Can purchase and assign seats for courses or learning plans that they manage.	
Certificates	View	Can view and assign the certificates assigned to all of the courses and learning plans he or she manages	The Power User will also see the certificates that haven't been issued to any user yet
Certificates	Edit	Can edit certificates for assigned courses and users	The Power User will be able to edit the certificates' templates for the courses and the users he or she manages
Certificates	View only the certificates issued for their assigned courses and learning plans	Can view only the certificates issued for their assigned courses and learning plans	<p>The Power User will see only the certificates assigned to the courses and the learning plans managed by the Power User, as long as at least one user associated to the Power User has obtained the certificate upon completing the course or learning plan.</p> <p>Without this permission, the Power User will see all certificates, including those not yet issued for any user, for all courses and learning plans he or she manages.</p> <p>If you select both this permission and the View permission, the View permission will inherit the limitations of this permission.</p>
Notifications	View	Can view the notifications created for the resources assigned to himself/herself	
Notifications	Create	Can add new notifications the resources assigned to himself/herself	
Notifications	Edit	Can edit the notifications created for the resources assigned to himself/herself	
Notifications	Delete	Can delete the notifications created for the resources assigned to himself/herself	

ILT Sessions	View	Can view all sessions	
ILT Sessions	Create	Can add new sessions Can edit their own created sessions Can enroll assigned users to their own created sessions Can delete their own created sessions	
ILT Sessions	Edit	Can edit all sessions	
ILT Sessions	Delete	With Create: Can delete created sessions With Edit: Can delete all sessions	
ILT Sessions	Enroll Users	Can enroll users into any ILT sessions	
Webinar Sessions	View	Can view all sessions	
Webinar Sessions	Create	Can add new sessions Can edit their own created sessions Can enroll assigned users to their own created sessions Can delete their own created sessions	
Webinar Sessions	Edit	Can edit all sessions	
Webinar Sessions	Delete	With Add: Can delete sessions With Edit: Can delete all sessions	
Webinar Sessions	Enroll Users	Can enroll users into any webinar sessions	
Locations	View	Can view assigned locations	
Locations	Edit	Can edit assigned locations	
Observation Checklists	Manage Checklists	Can create and manage his/her own checklists and the checklists created by the users assigned to him/her	
Reports	View	Can view assigned reports, user personal summary reports, and course summary reports	Will be able to see these reports, but limited to their assigned users and courses. If the report contains a clickable link to a page of which the Power User does not have access to view, an error message will appear.
Reports	Edit	Can edit assigned reports	Please note that if you want a Power User to be able to evaluate an Assignment training material in a course, they must have this permission along with the View and Edit permissions for courses.
More details on custom reports permissions for Power Users			
Newsletter	View	Can send newsletter	
Subscription Bundle	Create	Can create subscription schema	
Subscription Bundle	Edit	Can edit subscription schema	
Subscription Bundle	View	Can view subscription schema	

Subscription Bundle	Delete	Can delete subscription schema	
Subscription Plan	Create	Can create subscription plan	
Subscription Plan	Edit	Can edit subscription plan	
Subscription Plan	View	Can view subscription plan	
Subscription Plan	Delete	Can delete subscription plan	
Subscription Record	Create	Can create subscription record	
Subscription Record	Edit	Can edit subscription record	
Subscription Record	View	Can view subscription record	
Subscription Record	Delete	Can delete subscription record	
Subscription Record	Manage seats	Can manage seats from subscriptions	Power Users can enroll users in the courses included into a bundle only if the users have purchased or are associated to a valid license for the bundle
External Training	View	Can view external training for assigned users	
External Training	Edit	Can edit external training for assigned users	
Dashboard	View	Can view the ADMIN dashboard (only includes assigned users and courses)	
Learning Impact	Consolidated Report	Can view the Consolidated Reports and the Results Comparison tabs of Learning Impact.	Power Users will be able to see only the data related to the subset of users he or she has visibility on. The tabs will not be visible to the Power Users not associated with a profile having this permission.
Image Management	Manage Images	Can manage the thumbnails for all of his/her assigned courses	
Image Management	View and Select Images	Can view and select the course thumbnails uploaded by other users	This permission is active only when the Manage Image permission is active