

## User Roles in SiteVault

Every user in SiteVault must be assigned a system role at the research organization level and at least one site. The following system roles are available:

LEVEL	SYSTEM ROLE	DESCRIPTION
<i>Research Organization</i>	Research Organization Administrator	Provides full access to all data and functionality in SiteVault. Users with this system role can create and manage user accounts for the entire research organization (across multiple sites, if applicable).
	Research Organization Staff	The basic system role for all nonadministrative research staff. Provides view-only access to research organization-level information.
	Research Organization External	The basic system role for <u>monitors, CRAs, or auditors</u> . Provides no access to any research organization-level data and documents.
<i>Site</i>	Site Administrator	Users with this system role can view and manage all information and documents, adjust settings, and add new users at the site level.
	Site Staff	The basic system role for all nonadministrative research staff. Users with this system role can create documents, manage study participants, and send eConsent documents for their assigned studies.
	Site External	Provides read-only access to SiteVault. The user can be added to Study records to view limited study-level documents and data.
	Site Viewer (All Studies)	Site staff with this role can access (but not edit) study information and documents, as well as participate in relevant workflows.
<i>No Access</i>		Removes a user's access to the site.

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### Add-on Permissions

In addition, one or more additional permissions can be added to the Research Organization Staff and Site Staff system roles to extend a user's access to certain data and documents:

SYSTEM ROLE	ADD-ON PERMISSION	DESCRIPTION
<i>Research Organization Staff</i>	Patients & Recruiting	Adds the ability to create and manage Patient profiles across the research organization and its sites.
<i>Site Staff</i>	All Studies Budgets & Contracts	Adds the ability to view all studies and manage all legal and financial documents for the site.
	All Studies Patients & Recruiting	Adds the ability to view all studies and fully manage all Patient profiles and Participant study records.
	Site Profiles	Adds the ability to create and manage site-specific profile information for staff, organizations (such as IRB/IECs or sponsors), and products.