

Permissions	User Rights Roles						Permission Description
	Default	Administrators	Reception	Security	Assistants	Agents	
User rights							
Define rights of a group		x					Allows user to make changes to permisssions within User Rights Roles for colleagues
Add users to a group of rights		x					Allows user to assign a colleague to a User Right Role (i.e. Reception, Administrator, Security)
User Management							
Create users		x	x	x	x	x	Allows user to create an account for a colleague (another user)
Invite users to the Dashboard		x	x	x	x	x	Allows user to send the system generated email to a colleague allowing them to create a password and activate an account for the location
Edit and delete users		x					Allows user to adjust colleague's permissions, notifications and user roles as well as delete users from the location
Privacy							
See list of users (read only)	x	x	x	x	x	x	Allows user to view all colleagues (other users) currently listed within the same company but does not allow the ability to change colleagues' account details
Add visitor profiles to shared address book	x	x	x	x	x	x	Allows user's guest details to be added and viewable in the guest address book for their location
View and edit visitor profiles from shared address book	x	x					Allows user to view guest information that has been added to the location's guestbook by all users but does not allow the abilty to change guests' details
Logbook							
Export list of visitors and see Analytics		x	x	x			Allows user access to the export fuction to download a .csv file of visitor history and view location analytics such as number of visits and guest visit frequency
Create single visitors	x	x	x	x	x	x	Allows user to create and manage visits for an individual visitor only but if they are the host
Create recurring visits	x	x	x	x	x		Allows users to create recurring visits with an end date
Create recurring visits with no end date	x	x	x	x	x		Allows users to create recurring visits without an end date
Create groups of visitors	x	x	x	x	x	x	Allows user to create a visit for a multiple visitors but only if they are the host
Create visitors on behalf of other hosts		x	x	x	x		Allows user to create visits (both single and group) for other colleagues (users)
Change status of visitors		x	x	x			Allows user to manually update the status of a visitor to Checked In, Checked Out or Expected
See all visitors of the day		x	x	x			Allows user to view all visits listed on the dashboard (vs. limited viewing of only visits they have created or are the host of) Also allows user access to the emergency list
Delete visitors	x	x	x	x	x	x	Allows user to delete visits from the dashboard
Settings							
		x					Allows user control of settings for kiosk (iPad) which includes operational settings (e.g. kiosk config or notification) but excludes billing and user management
Access Visitor Management Settings							
Deliveries							
Can view all deliveries		x	x				Allows user to view all deliveries history and comments

Please note that this checklist will vary according to the needs of the company and the desired features as well as the recommendations put forward by the Proxyclick Project Team