

# Guide to Image Lockbox User Roles

Image Lockbox Online Roles	Description
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Image Lockbox Online enables you to set User Permissions based on the job responsibilities of the individual User. Two types of permissions are Administrator and User.

<b>Administrator</b>	Administrators are individuals who have been granted all authorities to add, view and change Users, as well as passwords for Users and other Administrators within the company. It is the responsibility of the Administrator to determine Users and to establish their authorities.
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<b>User</b>	All authorities granted to Users are defined by the Administrator. A User may be granted full authorities, or the Administrator can assign a User access to only select authorities based on the User's individual job function.
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Image Lockbox Online User Permissions & Roles	Description
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<b>Add Users</b>	Grants a User the ability to view the User List and to add Users. If a non-Administrator is granted the Add User privilege, he/she can add other Users, but cannot add an Administrator. Only Administrators can grant a User Administrator privileges.
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<b>Change User Status</b>	The ability to change a User status from Active to Inactive, or vice versa.
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<b>Modify Banner</b>	The ability of a User to add/delete/change a banner message that displays at the top of the application screen. The banner message will be viewable by all Users when they log in to the online application.
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<b>Modify Users</b>	Grants a User permission to change Lockboxes assigned to a User or permissions other Users may have. Does not grant the authority to add or delete Users.
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<b>Reset Password</b>	A User may reset passwords by clicking on the Reset Passwords/Unlock Account checkbox. An Administrator can reset/unlock the password of an Administrator (except their own) or User. A User can reset/unlock the password of another User (other than their own).
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<b>View Users</b>	Grants the authority to view Users, but does not grant the authority to add, delete or modify Users. When Add User or Modify User is granted to a User, View Users is automatically granted.
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<b>Allowed Locations</b>	Contains a list of all boxes assigned based on the Client ID used to access the online application. The Administrator can grant a User access to all boxes, or only certain boxes by selecting/deselecting the Allowed checkbox next to each Lockbox number displayed.
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