

## Permissions Available in Responsive

The following permissions are available in Responsive and appear as options when setting up a custom role.

Responsive Default User Role Permissions	Super Admin	Admin with All Permissions	Manager	Team Member	Project Requester	Proposal Builder Admin
<b>Project</b>						
View Projects	All	All	My	My	✗	✗
Update Project Information	All	All	My	✗	✗	✗
Generate Export Response	All	All	My	✗	✗	✗
Download Export Package	All	All	My	✗	✗	✗
Project Report Preview	All	All	My	✗	✗	✗
Update Section	All	All	My	✗	✗	✗
Respond Section	All	All	My	My	✗	✗
Create Project	✓	✓	✓	✗	✗	✗
View Questions other than assigned	✓	✓	✓	✓	✗	✗
Respond to Questions other than assigned	✓	✓	✓	✗	✗	✗
Apply and Remove Tags	✓	✓	✓	✓	✗	✗
Create new Tags	✓	✓	✓	✓	✗	✗
Create Project Templates	✓	✓	✓	✗	✗	✗
Edit All Template	✓	✓	✗	✗	✗	✗
Past Project Search	✓	✓	✓	✓	✗	✗
<b>Requirements Analysis</b>						
View Workspace	✓	✓	✓	✓	✗	✗
Create/Edit Workspace	✓	✓	✓	✗	✗	✗
Edit Matrix in Document Shredding	✓	✓	✓	✓	✗	✗
Edit Traceability Matrix	✓	✓	✓	✓	✗	✗
Add New Field	✓	✓	✓	✗	✗	✗
Edit Responsibility Matrix	✓	✓	✓	✓	✗	✗
<b>Proposal Builder</b>						
Create Templates	✓	✓	✗	✗	✗	✓
Edit All Templates	✓	✓	✗	✗	✗	✓
Create Proposals	✓	✓	✓	✓	✗	✓
Edit All Proposals	✓	✓	✓	✗	✗	✓
Custom Proposals	✓	✓	✓	✓	✗	✓
Proposal Analytics	All	All	All	My	✗	All
Download Proposal as Word	All	All	All	My	✗	All
Download Proposal as PDF	All	All	All	My	✗	All
Share Proposal	All	All	All	My	✗	All
Assign Reviewers	All	All	All	My	✗	All
<b>Organization Settings</b>						
Proposals	✓	✓	✗	✗	✗	✓
Manage Proposal Custom Fields	✓	✓	✗	✗	✗	✓
Project Settings	✓	✓	✗	✗	✗	✗
Company Settings	✓	✓	✗	✗	✗	✗
Content Library Settings	✓	✓	✗	✗	✗	✗
Manage Collections	✓	✓	✗	✗	✗	✗
Intake Settings	✓	✓	✗	✗	✗	✗
Manage Users	✓	✓	✗	✗	✗	✗
Linked Companies	✓	✗	✗	✗	✗	✗
Update User Primary Business Unit	✓	✓	✗	✗	✗	✗
Manage Project Custom Fields	✓	✓	✗	✗	✗	✗
Manage Content Library Custom Fields	✓	✓	✗	✗	✗	✗
Integration Settings	✓	✓	✗	✗	✗	✗
Security Settings	✓	✓	✗	✗	✗	✗
Requirements Analysis Settings	✓	✓	✗	✗	✗	✗
<b>Content Library</b>						
Moderate Content	All	All	My	My	✗	✗
Edit Content	All	All	My	My	✗	All
Archive content	All	All	My	My	✗	✗
Delete Content	All	All	My	My	✗	✗
Add Content	✓	✓	✓	✓	✗	✓
Download Content	✓	✓	✗	✗	✗	✗
Translate Individual Q&A Pairs	✓	✓	✓	✓	✗	✗
Bulk Translate	✓	✓	✗	✗	✗	✗
Initiate On-demand Review	✓	✓	✗	✗	✗	✗
<b>Intake</b>						
View All Intake	✓	✓	✗	✗	✗	✗
Edit All Intake	✓	✓	✗	✗	✗	✗
Create Intake	✓	✓	✓	✓	✓	✗
<b>Response Template</b>						

Create/Edit Response Template	✓	✓	✓	✗	✗	✓
<b>eSignature</b>						
View My Documents	✓	✓	✓	✓	✗	✗
Send for Signature	✓	✓	✓	✗	✗	✗
Self Sign	✓	✓	✓	✓	✗	✗
View All Documents	✓	✓	✗	✗	✗	✗
Download Source	✓	✓	✗	✗	✗	✗
Create Template	✓	✓	✓	✗	✗	✗
<b>Profile Center</b>						
Create Profile	✓	✓	✓	✗	✗	✗
Manage Profile	All	All	My	✗	✗	✗
Create Questionnaire	✓	✓	✓	✗	✗	✗
Manage Questionnaire	All	All	My	My	✗	✗
Publish Profile	✓	✓	✗	✗	✗	✗
Share Profile	✓	✓	✓	✓	✗	✗
View Profile Artifact	✓	✓	✓	✓	✗	✗
Download Profile Artifact	✓	✓	✓	✓	✗	✗
<b>Others</b>						
API Token	✓	✓	✓	✓	✗	✗
<b>Reports</b>						
Executive Dashboard	✓	✓	✗	✗	✗	✗
User Report	✓	✓	✗	✗	✗	✗
Email Report	✓	✓	✗	✗	✗	✗
Open Task Report	✓	✓	✗	✗	✗	✗
Answer Library Report	✓	✓	✗	✗	✗	✗
User Login Report	✓	✓	✗	✗	✗	✗
Content Usage Report	✓	✓	✗	✗	✗	✗
Application Usage Report	✓	✓	✗	✗	✗	✗
Manage Reports	✓	✓	✗	✗	✗	✗
Answer Library Search Terms Report	✓	✓	✗	✗	✗	✗
<b>AI Assistant</b>						
Use AI Assistant	✓	✓	✓	✓	✗	✗
Allow "Help me draft a response"	✓	✓	✓	✓	✗	✗

## Additional Access Options

You can provide additional access to users in Responsive, but these permissions are not available when setting up a custom role.

	Super Admin	Admin with All Permissions	Manager	Team Member	Project Requester	Proposal Builder Admin
<b>Additional Permissions Outside Custom Roles</b>						
Delete or deactivate Super Admin	✗	✗	✗	✗	✗	✗
Reassign user as Super Admin	✓	✗	✗	✗	✗	✗
Default Billing Contact (this can be changed)	✓	✗	✗	✗	✗	✗
Responsive's main point of contact	✓	✗	✗	✗	✗	✗
Can see and export chat history	✓	✗	✗	✗	✗	✗
Can see all content irrespective of Collections	✓	✗	✗	✗	✗	✗
Create/Manage Custom Roles (paid add-on)	✓	✗	✗	✗	✗	✗