

Assign an Access Role for Duty of Care

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Permissions

You will require an Access Role with the following permissions:

- Access Roles

A user's Access Role determines the areas of Assure Expenses that they can access, what data they can view and/or edit and the items that they can claim. This process will apply the selected permissions to all individuals within the selected Access Role.

Alternatively, the Duty of Care Reviewer and Duty of Care User Access Roles can be assigned on an individual basis. To do this, follow the instructions in [Add an Employee](#), and choose the Duty of Care Reviewer or Duty of Care User access roles as appropriate.

1. Navigate from the **Home** page to **Administrative Settings | User Management | Access Roles**.

Access Roles		
 	Access Role Name ▲	Description
 	Administrator	
 	Claimant	General Claimant no access permissions
 	Claimant Plus	
 	Duty of Care Claimant	Allows claimants access to the menu and views under My Details to add their Duty of Care information
 	Duty of Care Reviewer	Allows the designated approver for Duty of Care documentation access to the system menus and views
 	Limited	
 	Manager	Line Manager responsible for approving expenses
 	System GreenLight	

2. Locate the access role that you want to edit and click . This will direct you to the Access Role Details page.

3. Click the **GreenLights** tab.



4. Scroll down to the sections titled **Vehicle Document** and **Driving Licence** and expand them by clicking the  button.

<input type="checkbox"/> Vehicle Document	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
My Team's Vehicle Documents (Awaiting Review)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
My Vehicle Documents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
My Team's Vehicle Documents (All)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Driving Licence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
My Driving Licences	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
My Team's Driving Licences (All)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5. Select the appropriate **Access Role Elements**. This table provides you with the functionality to build a finer security policy, allowing you to specify access to certain elements of the product.

- If you select the box adjacent to the Element heading, all subsequent boxes within that section will be selected.

<input checked="" type="checkbox"/> Vehicle Document	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
My Team's Vehicle Documents (Awaiting Review)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
My Vehicle Documents	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
My Team's Vehicle Documents (All)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Driving Licence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
My Driving Licences	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
My Team's Driving Licences (All)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6. Click **Save**.
