Certain tasks can only be completed by users with specific roles assigned to them. Roles are requested by an employee's supervisor and approved by the Application Owner in the User Manager System (UMS). **NOTE: Employees may have more than one role, but must have at least the User role.**

Assigned DT Role	Role Description	Privileges
User	Basic role within the application.	✓ Can view all items and attachments ✓ Can use search ✓ Can be an Author ✓ Can make Program Comments ✓ Can create new items ✓ Can revise/update existing items ✓ Can create Parking Lot items ✓ Can delete an item they created that has not been moved forward ✓ Can add attachments (sometimes this privilege is restricted based on program specific configuration) ✓ Can delete attachments for items they created if it's not checked out, hasn't been versioned over, isn't in the Parking Lot, and the item isn't completed ✓ Can link items to other items ✓ Can run reports ✓ Can opt in/out of email notifications (some emails are exempt from this policy so even when opted out users will receive notices of item deletion, item due for review and inactivity on an item for >180 days) ✓ Can complete Periodic Reviews on items
Approver	This role has the ability to approve or reject items in the application, moving them forward or ending progression.	✓ Can do all things a User can ✓ Can move items forward from all approval steps ✓ Can reject items from all approval steps ✓ Can send items to the Parking Lot
Management Team	This role has the ability to move items for the Policy, Evaluation and Licensing Management Team (PELMT).	✓ Can do all things a User can ✓ Can move items forward from PELMT approval steps ✓ Can reject items from PELMT approval steps
Privileged User (Policy Manager)	This role has expanded privileges to allow for movement of items, corrections, reassignments and reports.	✓ Can do all things a User can ✓ Can route documents through the workflow to completion ✓ Can revert items to previous activities ✓ Can reassign authors ✓ Can reassign item activities ✓ Can delete items ✓ Can tag items for archival (ends review cycle)
Program Admin	This role has expanded privileges to allow for configuration for the program as well as all the privileges of the Privileged User.	✓ Can do all things a Privileged User can ✓ Can edit/create/remove values in all List of Values (LOVs) *This ability is the fundamental part of configuration.* ✓ Can view all timed jobs and run the 'Update Roles from UMS' job
DT Application Admin	This role has privileges in the entire Decision Tracker application and all program modules within. It is generally filled by MRP-IT personnel.	