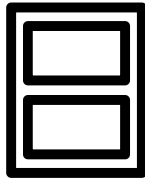


Secure Evidence Locker

Roles and Permissions



No access to Analysis Environment. Can only submit files via Registered Entity Upload Portal.



Region Cabinet



Cabinet Custodian

- Assigned at the Cabinet level by a system administrator.
- No access to read or edit – can only run reports, create new entities, and put people into groups.
- Generally an IT function, but can be assigned to business users as well.



Assigned at the Region Folder level by adding the user to the correct role on Properties tab of the folder.



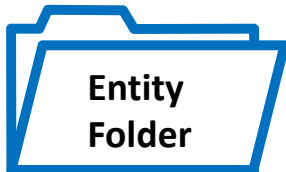
Region Folder Custodian

- Can act as Activity Folder Custodian for all Entities and Activities within a given Region Folder
- Can add additional Custodians and Analysts to the Region Folder.



Region Folder Analyst

- Can act as Activity Folder Analyst for all Entities and Activities within a given Region Folder



Assigned at the Entity Folder level by adding the user to the correct role on the Properties tab of the folder.



Entity Folder Custodian

- Can act as Activity Folder Custodian for all Activities within a given Entity Folder
- Can add additional Custodians, Entity Relationship Managers, and Analysts to the Entity Folder.



Entity Relationship Manager

- In addition to Entity Folder Custodian permissions, receives notifications when files are uploaded for an Activity under the given Entity folder



Entity Folder Analyst

- Can act as Activity Folder Analyst for all Activities within a given Entity Folder



Assigned at the Activity Folder level by adding the user to the correct role on the Properties tab of the folder.



Activity Folder Custodian

In addition to Activity Folder Analysis permissions, can also:

- Enable retention on Evidence and Work, Records
- Delete other user's Work or Records prior to retention being enabled
- Grant add additional Custodians and Analysts to the Activity Folder.



Activity Folder Analyst

- Can read and copy Evidence
- Can read and copy Work and Records. Can Edit Work and Records prior to retention being enabled
- Can delete their own documents