Permission Area	Permission Title	Permissions Description	Additional Notes
Details	Admin can activate enrollments	If checked, any learner enrolled into a course by this Power User becomes active without superadmin approval.	
Details	Admin can activate users	If checked, any user created by this Power User becomes active without superadmin approval.	
Details	Admin can only enroll learners	If checked, this Power User can only enroll learners into courses. Otherwise, they can enroll both learners and instructors.	
Details	Allow Power User to buy and assign seats for courses and learning plans	If checked, this Power User is able to purchase and assign seats for courses or learning plans that they manage.	
Details	Allow Power Users to skip mandatory fields when creating a user	If checked, this Power User can ignore any mandatory profile fields when creating a user.	
Details	Allow Power User to see certificates issued to their assigned users only	If checked, this Power User can see certificates that have been issued to their users from the certificates menu.	
Details	Admin can see invisible fields	If checked, this Power User has the ability to see all user additional fields marked as invisible.	This permission allows Power Users to see invisible user additional fields when creating or editing users, in reports, and in a user personal summary in the LMS.
Details	Allow Power User to buy courses and learning plans on behalf of someone else	If checked, this Power User can purchase items on behalf of other users during the checkout process.	More details on the shopping cart management
Users	View	Can view all of the assigned users	Can export a list of users assigned to them via CSV or XLS.
Users	Create	Can create users	Can import users via CSV, but cannot import other users as Power Users. Newly created users by a Power User will not automatically have Power User or Admin functionality.
Users	Edit	Can edit all assigned users	
Users	Delete	Can delete all assigned users	
Users	Users waiting for subscription confirmation	Can manage users in a waiting list, but only if a user is in an assigned branch	
Groups	View	Can view all of the assigned groups	If a Power User profile has View permissions on groups, the Power Users assigned to the profile will be able to see only the groups assigned to them
Groups	Create	Can create groups	When the Power User profile has Create permissions, the Power Users associated with the profile will be allowed to create manual groups, but will not have creation permissions on automatic groups

Groups	Edit	Can edit all assigned groups	Power Users will be able to edit the groups' names and descriptions both for manual and automatic groups. For manual groups, they will also be able to add or remove the users they have visibility on to and from the group. They will not be able to edit the conditions for the population of automatic groups.
Groups	Delete	Can delete all assigned groups	
Courses	View	Can view all of the assigned courses	Cannot access the enrollment page of a course in which none of his or her assigned users are enrolled. Cannot view the Training Materials page for assigned courses.
Courses	Create	Can create courses	Power Users who can create or edit courses can also access the Question Bank (they cannot create questions, they can just view and edit them, and assign them to the tests in the courses they manage). Power Users will always have visibility on the courses they create, even when they are not enrolled in it, or they are not assigned to the course, or to any of the learning plans and catalogs including the course.
Courses	Edit	Can edit all assigned courses	Can view the training materials page for assigned courses. Can add and edit training materials in the course. Can select which version of a training material from the Central Repository can be placed into a course of which they have permission to edit. Can also manage training material settings. This permission is necessary if you want a Power User to have the ability to edit courses created by other Power Users. Please note that the Power Users with any permissions related to courses that they manage are not allowed to edit or delete the thumbnail for the courses that they manage.
Courses	Delete	Can delete all assigned courses	
Courses	Waiting Subscription	Can manage assigned users in a waiting list	
Courses	Evaluation	Can evaluate their assigned users in their assigned courses	This permission grants Power Users to set the final score of a course, not the scores of single training material within the course.
Courses	Manage Thumbnail	Can manage the thumbnails for all of the assigned courses on his\her own	
Courses	View and Select Thumbnail	Can view and select other people thumbnails	This permission is active only when the **Manage Thumbnail** permission is active
Reports	View	Can view assigned reports, user personal summary reports, and course summary reports	Will be able to see these reports, but limited to their assigned users and courses. If the report contains a clickable link to a page of which the Power User does not have access to view, an error message will appear.
Reports	Edit	Can edit assigned reports	Please note that if you want a Power User to be able to evaluate an Assignment training material in a course, they must have this permission along with the **View** and **Edit** permissions for courses.
			[More details on custom reports permissions for Power Users](#)

Newsletter	View	Can send newsletter	
Certificates	View	Can view certificates for assigned courses and users	Will see certificates for users that are assigned to a course or learning plan managed by them. If this option is not checked, the Power User will see the aforementioned certificates as well as certificates that have not yet been issued to users, even if they are not associated with a course or learning plan managed by the Power User.
Certificates	Edit	Can edit certificates for assigned courses and users	
Dashboard	View	Can view ADMIN dashboard (only includes assigned users and courses)	
External Training	View	Can view external training for assigned users	
External Training	Edit	Can edit external training for assigned users	
Classroom Sessions	View	Can view all sessions	
Classroom Sessions	Create	Can add new sessions Can edit their own created sessions Can enroll assigned users to their own created sessions	
Classroom Sessions	Edit	Can edit all sessions	
Classroom Sessions	Delete	With Add: Can delete created sessions With Edit: Can delete all sessions	
Classroom Sessions	Enroll Users	Can enroll into all sessions	
Webinar Sessions	View	Can view all sessions	
Webinar Sessions	Create	Can add new sessions Can edit their own created sessions Can enroll assigned users to their own created sessions	
Webinar Sessions	Edit	Can edit all sessions	
Webinar Sessions	Delete	With Add: Can delete sessions With Edit: Can delete all sessions	
Webinar Sessions	Enroll Users	Can enroll into all sessions	
Course Catalogs	View	Can view assigned catalogs	
Course Catalogs	Create	Can add new catalogs	
Course Catalogs	Edit	Can edit assigned catalogs	
Course Catalogs	Delete	Can delete assigned catalogs	

Notifications	View	Can view assigned notifications	
Notifications	Create	Can add new notifcations	
Notifications	Edit	Can edit assigned notifications	
Notifications	Delete	Can delete assigned notifications	
Locations	View	Can view assigned locations	
Locations	Edit	Can edit assigned locations	
Learning Plan	View	Can view all assigned learning plans, and manage their users	
Learning Plan	Edit	Can edit assigned learning plans	This permission also allows the creation of learning plans
Enrollment	View	Can view the enrollments for the assigned users	
Enrollment	Create	Can enroll assigned users to the assigned groups	
Enrollment	Edit	Can edit enrollments for the assigned users	
Enrollment	Delete	Can delete enrollments for the assigned users	
Subscription Bundle	Create	Create subscription schema	
Subscription Bundle	Edit	Edit subscription schema	
Subscription Bundle	View	View subscription schema	
Subscription Bundle	Delete	Delete subscription schema	
Subscription Plan	Create	Create subscription plan	
Subscription Plan	Edit	Edit subscription plan	
Subscription Plan	View	View subscription plan	
Subscription Plan	Delete	Delete subscription plan	
Subscription Record	Create	Create subscription record	
Subscription Record	Edit	Edit subscription record	
Subscription Record	View	View subscription record	
Subscription Record	Delete	Delete subscription record	
Subscription Record	Manage seats	Can manage seats from subscriptions	Power Users can enroll users in the courses included into a bundle only if the users have purchased or are associated to a valid license for the bundle
Observation Checklists	Manage checklists	Can create and manage his/her own checklists and the checklists created by the users assigned to him/her	