Security Access

Reference Guide

Changepoint PPM 2017

Copyright © 2017 Changepoint Canada ULC. All rights reserved.

U.S. GOVERNMENT RIGHTS-Use, duplication, or disclosure by the U.S. Government is subject to restrictions as set forth in Changepoint Canada ULC license agreement and as provided in DFARS 227.7202-1(a) and 227.7202-3(a) (1995), DFARS 252.227-7013(c)(1)(ii) (OCT 1988), FAR 12.212(a) (1995), FAR 52.227-19, or FAR 52.227-14 (ALT III), as applicable.

This product contains confidential information and trade secrets of Changepoint Canada ULC. Disclosure is prohibited without the prior express written permission of Changepoint Canada ULC. Use of this product is subject to the terms and conditions of the user's License Agreement with Changepoint Canada ULC.

Documentation may only be reproduced by Licensee for internal use. The content of this document may not be altered, modified or changed without the express written consent of Changepoint Canada ULC. Changepoint Canada ULC may change the content specified herein at any time, with or without notice.

Contents

1. Changepoint Security Requirements **7**

About Changepoint access security 7
About assigning security features 7

2. System Administration **9**

Working in Changepoint Administration 9
Configuring and maintaining workflows 10

3. Financial Management **13**

Processing records in closed periods 13
Configuring exchange rates 13
Managing work codes and work locations 13
Configuring taxation 13
Managing funding sources 16

4. User Basics **17**

Using Intelligent Forms 17
Managing portals and portlets 17
Maintaining the personal calendar 18
Managing activities 18
Managing knowledge items 18
Managing team folders 20
Managing and scheduling Cognos reports 21
Managing and scheduling Report Designer reports 22
Archiving data 23
Miscellaneous 24

5. Portfolio Management **25**

Managing strategies 25
Managing objectives 25
Managing sources 26
Managing planning requests 26
Managing candidates 26
Managing candidate scenarios 29
Using the scenario comparisons worksheet 31

6. Client and Contact Management **33**

Managing clients 33
Managing contacts 34

7. Initiative Management **37**

Managing initiatives 37

8. Projects and Tasks **41**

Managing projects 41
Using the project worksheet 45
Using the project planning worksheet (PPW) 46
Managing tasks 46
Updating the status of tasks 49

9. Budgeting **51**

Managing budgets 51

10. Applications and Materials **55**

Managing applications 55
Managing materials 55

11. Requests, Support Items and Assets **57**

Managing request templates 57
Managing requests 57
Managing support items 59
Managing assets 60

12. Cross Charges, Credit Notes and Revenue Recognition **61**

Managing cross charges and credit notes 61
Managing contractor invoices 63
Processing revenue recognition 63

13. User Setup and Resource Management **65**

Configuring and maintaining resource information 65
Managing resources 67
Managing resource requests 69
Managing resource demand scenarios 70
Using the resource management worksheet (RMW) 71

14. Time and Expenses **73**

Managing time 73

Managing expenses 74

15. Individual and Project Portfolio Performance 77

Configuring individual performance management settings 77
Managing individual and team performance 77
Managing project portfolio performance 78

16. Survey Management 81

Managing surveys 81

17. Report Creation 85

About access to data in IBM Cognos 85
About access to data in Report Designer 86
Working in Report Designer 87

18. Changepoint Security Features 91

Features sorted by name 91
Features sorted by category 116

Index 141

1. Changepoint Security Requirements

About Changepoint access security

Changepoint uses the security capabilities of Microsoft technologies, as well as custom security elements, to restrict access to information to authorized users within your organization. There are three basic security steps involved in launching Changepoint:

1. Authentication – Authentication occurs when the server that contains the Changepoint database confirms the identity of the individual who is attempting to access the database. The type of authentication depends on the setup of your organization's internal network and the Changepoint client that they decide to use.

2. User permission – After authentication, the database is checked to confirm that the individual requesting access is a current Changepoint user. Permissions are also set on the ASP directory. If your organization does not use single sign-on (SSO), users must enter a user ID and password that matches the user ID and password stored in Changepoint Administration. Changepoint launches after the user identity has been validated.

3. Feature and role checking – The security features and roles that are assigned to the user are checked. For more information, see "About assigning security features" on page 7.

About assigning security features

Changepoint functionality is associated to security features. Access to Changepoint is controlled by assigning the security features to resources.

Security features are assigned by the system administrator in the following ways:

- Directly to resources.
- Security features are first mapped to roles, and then the roles are assigned to resources, which ensures that the access rights are the same for all resources that have the same roles.

In addition to security features, resources may also require specific view or edit access or specific roles to use the Changepoint functionality.

2. System Administration

Working in Changepoint Administration

Changepoint Administrator

Changepoint Administrator feature

Accessing Changepoint Administration

To access Changepoint Administration, you require the security feature for the specific section.

For a list of administration security features, see the "Features sorted by category" section on page 116.

Locking Changepoint

Lock Changepoint feature

Setting up users

See the "Configuring and maintaining resource information" section on page 65.

Enabling alternate name setup

Manage Alternate Name Settings feature

Creating and editing custom data providers

Data Provider Administration feature

Configuring budget items types

Manage Budget Request Configuration feature

Configuring budget settings

Manage Budget Request Configuration feature

Configuring auto-numbering for clients, initiatives, projects and resource requests

Manage Auto-Numbering Setup feature

Configuring auto-numbering for revenue recognition batch numbering

Manage Revenue Recognition Batch Numbering feature

Scheduling export publishing

Access Export Publishing feature

Configuring Client Portal settings

Manage Client Portal Users feature

Archiving data

See the "Archiving data" section on page 23

Using the Transport Tool

Access Transport Tool feature

Administer IBM Cognos software configuration and server settings

Cognos Administrator feature

Adding Cognos reports to Changepoint

Cognos Administrator feature AND **Manage Reports** feature

Adding submenu headers and items to the Actions menu

Manage Custom Sections feature

Access Infiniti Manage from Changepoint Administration

Access Document Administration security feature OR

Access Forms Administration security feature

+ **Global Administrator** role in Infiniti Manage

Configuring and maintaining workflows

Creating and editing workflow definitions

Workflow Administrator feature

Editing an entity (request, resource request, a candidate or project) in a specific state in workflow

Edit access to the entity:

- **Edit Requests** feature
- **Edit Candidates** feature
- **Edit Projects** feature

  Note: Access restrictions can be set up on a state definition that prevent resources from editing an entity.

3. Financial Management

Processing records in closed periods

Processing records in closed periods

Process Records in Closed Periods feature

If you have this feature, you can edit past period information for yourself or for others through the central time/expense entry. This includes new records and adjustment records.

Configuring exchange rates

Configuring exchange rates

Manage Exchange Rates feature

Editing exchange rates

Edit Exchange Rates feature

Managing work codes and work locations

Creating work codes and work locations

Edit Tax Setup feature

Editing work codes and work locations

Edit Tax Setup feature

Viewing work codes and work locations

View Tax Setup feature OR **Edit Tax Setup** feature OR **Delete Tax Setup** feature

Deleting work codes and work locations

Delete Tax Setup feature

Configuring taxation

Creating tax rates

Edit Tax Setup feature

Editing tax rates

Edit Tax Setup feature

Viewing tax rates

View Tax Setup feature OR **Edit Tax Setup** feature OR **Delete Tax Setup** feature

Deleting tax rates

Delete Tax Setup feature

Creating tax schedules

Edit Tax Setup feature

Editing tax schedules

Edit Tax Setup feature

Viewing tax schedules

View Tax Setup feature OR **Edit Tax Setup** feature OR **Delete Tax Setup** feature

Deleting tax schedules

Delete Tax Setup feature

Creating recoverable taxes

Edit Tax Setup feature

Editing recoverable taxes

Edit Tax Setup feature

Viewing recoverable taxes

View Tax Setup feature OR **Edit Tax Setup** feature OR **Delete Tax Setup** feature

Creating expense taxation

Edit Tax Setup feature

Editing expense taxation

Edit Tax Setup feature

Viewing expense taxation

View Tax Setup feature OR **Edit Tax Setup** feature OR **Delete Tax Setup** feature

Creating service taxation

Edit Tax Setup feature

Editing service taxation

Edit Tax Setup feature

Viewing service taxation

View Tax Setup feature OR **Edit Tax Setup** feature OR **Delete Tax Setup** feature

Creating non-labor item taxation

Edit Tax Setup feature

Editing non-labor item taxation

Edit Tax Setup feature

Viewing non-labor item taxation

View Tax Setup feature OR **Edit Tax Setup** feature OR **Delete Tax Setup** feature

Deleting non-labor item taxation

Edit Tax Setup feature

Deleting recoverable taxes

Edit Tax Setup feature

Deleting expense taxation

Edit Tax Setup feature

Deleting service taxation

Edit Tax Setup feature

Managing funding sources

Managing funding categories and funding sources

Manage Funding Sources feature

Managing funding source associations

Manage Funding Source Association feature

+ view access to the entity if the association is created from the entity profile

OR

+ edit access to the entity if the association is created from the edit dialog box

4. User Basics

Using Intelligent Forms

Access a form that creates or edits an entity

Access Forms Generation security feature

+ access to the entity profile

+ access to the **Actions** submenu item for the form, if restrictions have been enabled

Access a form that generates a document

Access Document Generation security feature

+ access to the entity profile

+ access to the **Actions** submenu item for the form, if restrictions have been enabled

Accessing the Intelligent Forms in Progress portlet

Access Document Generation security feature

OR

Access Forms Generation security feature

Managing portals and portlets

Creating a personal portal

The **Allow user to create or modify personal portals** check box must be selected in the **User Setup** dialog box.

Accessing portlets

To access most portlets, you must have the feature with the corresponding name. For example, to view the **My Favorite Reports** portlet, you must have the **My Favorite Reports** feature.

The requirements to access the other portlets are listed in the requirements for the related entity or functionality.

Maintaining the personal calendar

Creating and editing entries in your personal calendar

Edit Personal Calendar Entries feature

Deleting entries in your personal calendar

Delete Personal Calendar Entries feature

Viewing entries in your personal calendar

View Personal Calendar Entries feature

Marking calendar entries as a nonworking day

Mark Calendar Entries as Nonworking Days feature

Creating, editing, and deleting activities, regardless of who created them

Manage Activities feature

Synchronizing your calendar appointments with Microsoft Outlook

Enable Calendar Synchronization feature to use the client-side (Outlook) or server-side (Exchange) synchronization

Changing calendar synchronization settings

Modify Calendar Synchronization feature

Managing activities

Transferring activities

Manage Activities feature for the source resource

+ **Manage Activities** feature for the target resource

Managing knowledge items

Creating knowledge items

Create Knowledge Items feature

Creating knowledge items from the profile of an entity

Create Knowledge Items feature

+ view access to the entity

Editing knowledge items that you created

Create Knowledge Items feature OR **Edit Knowledge Items** feature

Editing knowledge items, regardless of who created them

Edit Knowledge Items feature

+ subscription to the knowledge item

Deleting knowledge items that you created

Delete Knowledge Items feature

Deleting knowledge items, regardless of who created them

Delete Knowledge Items feature

+ subscription to the knowledge item

Viewing knowledge items

View Knowledge Items feature

+ subscription to the knowledge item

Viewing knowledge items from the profile of an entity

View Knowledge Items feature

+ view access to the entity

+ subscription to the knowledge item

Searching for knowledge items

View Knowledge Items feature

+ subscription to the knowledge item

Checking in and checking out knowledge items

Check-in/checkout controls must be enabled in Changepoint Administration.

Overriding knowledge items currently checked out by other resources

Override Checkout feature

Viewing version history for knowledge items

View Version Control Information feature

+ version control must be enabled in Changepoint Administration

Managing team folders

Creating team folders

Create Team Folders feature

Editing a team folder, including specifying team members

You must be team leader of the team folder

+ access to the clients to be able to specify the clients and the associated contacts as team members

Deleting team folders

You must be the team leader of the team folder

OR

Delete Team Folders feature

+ you must be a team member of the team folder, either directly or through a workgroup or role

Accessing a team folder

View Team Folders feature

+ you must be one of the following:

- team leader of the team folder
- a team member of the team folder (directly or through a workgroup or role)
- a resource, and access to all Changepoint users has been enabled for the team folder

Accessing a team folder through Client Portal

Access to Client Portal

+ general collaboration access rights for Client Portal

+ you must be a team member of the team folder, or access for all Client Portal users has been enabled for the team folder

Creating team items

You must have access to the team folder

Editing team items

You must be the creator of the team item

Deleting team items

You must be the team leader of the team folder

OR

You must be the creator of the team item

OR

Delete Team Folders feature

+ you must be a team member of the team folder (directly or through a workgroup or role)

Managing and scheduling Cognos reports

For security access information about administering IBM Cognos and adding IBM Cognos reports to Changepoint, see the "Working in Changepoint Administration" section on page 9

Accessing Cognos Connection and Cognos Workspace from Changepoint

Cognos Business Author feature OR **Cognos Professional Author** feature OR **Cognos Administrator** feature

Accessing Analysis Studio, Cognos Workspace Advanced, and Report Studio from Changepoint

Cognos Professional Author feature

Creating custom reports using IBM Cognos

Cognos Business Author feature OR **Cognos Professional Author** feature OR **Cognos Administrator** feature

Managing security access to custom IBM Cognos reports

The creator of the report or the Cognos administrator manages access to IBM Cognos reports in Cognos Connection.

Viewing and running custom IBM Cognos reports

Changepoint user account (no security features are required)

+ access to the report

+ access to the report data

Scheduling IBM Cognos reports

Changepoint user account (no security features are required)

+ access to the report

+ access to Cognos Connection

Managing and scheduling Report Designer reports

Creating custom reports using Report Designer

Report Designer feature

+ access to Report Designer

Editing or deleting custom reports using Report Designer

Report Designer feature

+ access to Report Designer

+ access to the report

Scheduling reports

Report Scheduling feature

This feature allows you to create, edit, delete, pause, clear, and view the schedules that you create.

Managing report schedules

Manage Report Scheduling feature

This feature allows you to do the following:

- Edit, delete, pause, clear and view report schedules for other resources for support purposes
- Make the scheduled report available to other resources, contacts or workgroups
- Specify whether the report output displays in the resources' Changepoint home page, or is delivered by e-mail in CSV (comma-separated values) or HTML format.
- Cancel a scheduled report in process
- View the log of a completed report

Viewing and running reports

View Reports feature

+ access to the report

+ access to the report data

Archiving data

Archive administrator

Changepoint Administrator feature AND **Manage Archiving** feature

Archiving data for an initiative

Manage Archiving feature

+ you must be the initiative manager

Archiving data for a project

Manage Archiving feature

+ you must be the project manager

Miscellaneous

Access to the Changepoint Mobile app

Access Mobile Application feature

Exporting data

Export Data feature

Creating new state/province records

Manage States/Provinces feature

Searching for items using the quick search or advanced search

To locate an item using the quick search or advanced search, you must have view or edit access to the item. For example, to locate a project, you must have view or edit access to the project.

5. Portfolio Management

Managing strategies

Creating strategies

Create Objectives feature

Editing strategies that you created

Create Objectives feature

Editing strategies created by other resources

Edit Objectives feature

Deleting strategies

Delete Objectives feature

Viewing strategies

Create Objectives feature OR **View Objectives** feature

Managing objectives

Creating objectives

Create Objectives feature

Editing objectives that you created

Create Objectives feature

Editing objectives created by other resources

Edit Objectives feature

Deleting objectives

Delete Objectives feature

Viewing objectives

Create Objectives feature OR **View Objectives** feature

Managing sources

Creating sources and source categories

Create Sources feature

Editing sources and source categories

Edit Sources feature

Deleting sources and source categories

Delete Sources feature

Viewing sources and source categories and summary details that you created

View Sources feature

Viewing sources and source categories and summary details created by other resources

Create Sources feature

Managing planning requests

Accessing planning requests

The access requirements for planning requests are the same as the access requirements for requests.

Screening planning requests

Access Request Screening feature

+ access to the requests

Accessing a request scenario

Access Request Screening feature

+ access to all of the requests in the request scenario

Managing candidates

Accessing candidates

View Candidates feature

+ access to the cost structure associated to the candidate

+ access to the client

OR

Create Candidates feature

+ must be the client manager for the candidate

+ access to the client

OR

Edit Candidates feature

+ must be the client manager for the candidate OR have access to the cost structure associated to the candidate

+ access to the client

OR

Manage All Candidates feature

+ access to the cost structure associated to the candidate

+ access to the client

OR

Manage Workgroup Candidates feature

+ access to the cost structure associated to the candidate

+ access to the workgroup of the client manager for the candidate

+ access to the client

Creating candidates

Create Candidates feature

+ access to the client

Client manager

To be assigned to a candidate as a client manager, a resource must have the following:

- **Create Candidates** feature or **Manage All Candidates** feature
- access to the cost structure of the candidate and the associated client

Resource for a candidate service

To be assigned to a service, a resource must have the **Track Project-Related Time** feature.

Editing candidates

Create Candidates feature OR **Edit Candidates** feature

+ access to the cost structure associated to the candidate

+ must be the client manager for the candidate

+ access to the client

+ access to the candidate, if access restrictions are enabled

Editing all candidates in a workgroup

Manage Workgroup Candidates feature

+ access to the workgroup

+ the client manager for the candidate must belong to the workgroup

+ access to the cost structure associated to the candidate

+ access to the client

Editing all candidates

+ **Manage All Candidates** feature

+ access to the cost structure associated to the candidate

+ access to the client

Creating and editing information in fiscal periods on candidates

Edit Candidate Information in Fiscal Periods feature

Viewing service costs and margins

View Costs feature

Changing a resource-based cost rate for a service item

View Costs feature OR **Override Cost Rates** feature

Creating and editing information that affects past fiscal periods on candidates

Edit Candidate Information in Fiscal Periods feature AND **Edit Information in Past Fiscal Periods** feature

Copying the fiscal period information to a new candidate

Edit Candidate Information in Fiscal Periods feature

Deleting candidates that you created

Delete Candidates feature

+ **Create Candidates** feature OR + **Manage All Candidates** feature

+ access to the cost structures associated with the candidate

+ must be the client manager for the candidate

Deleting candidates in a workgroup

Delete Candidates features

+ **Manage Workgroup Candidates** feature

+ access to the workgroup

+ the client manager of the candidate must belong to the workgroup

+ access to the cost structures associated to the candidate

Associating funding sources with candidates and candidate items

Manage Funding Source Association feature

+ access to the candidate or candidate item

+ edit access to the candidate to create an association from the candidate edit screen

Managing candidate scenarios

Screening candidates

Access Candidate Screening feature

+ access to the cost structure of the client that is associated with the candidate

Viewing candidate scenarios

Access Candidate Screening feature

+ access to all of the candidates in the scenario

Editing the status of candidates

Manage Candidate Statuses feature

Creating initiatives from candidates

Create Initiatives feature

Creating projects from candidates

Create Projects feature

Creating project tasks from the service budget

Manage Tasks feature

Copying project tasks from an existing project

Manage Tasks feature

Creating projects budgets from candidate profiles

Create Budgets feature

Locking and unlocking candidate budgets

Manage All Candidates feature OR **Manage Workgroup Candidates** feature

+ access to the client manager's workgroup

Creating resource demand scenarios from a candidate scenario

Create Resource Demand Scenarios feature

Creating a chart based on the results of request screening or candidate scenarios

Create Charts feature

Using the scenario comparisons worksheet

Accessing the scenario comparisons worksheet

Access Scenario Comparisons feature

Creating views, and editing and deleting the views that you created

Access Scenario Comparisons feature

Viewing shared views that are created by other resources

Access Scenario Comparisons feature

Copying shared views created by other resources

Access Scenario Comparisons feature

Sharing a view that you created with others (marking a view as shared)

Manage Scenario Comparisons Views and Templates feature

Editing and deleting shared views created by other resources

Manage Scenario Comparisons Views and Templates feature

Locking entity rows in the scenario comparisons worksheet (except for projects)

Edit access to the entity

Locking project rows in the scenario comparisons worksheet

You must be the project manager OR a project plan editor

+ the option for project plan editors to take control of the project must be enabled on the project

Accessing the resource management worksheet from the scenario comparisons worksheet

Launch Resource Management Worksheet feature

Accessing resource demand scenario from the scenario comparisons worksheet

Create Resource Demand Scenarios feature

Viewing funding source columns in the scenario comparisons worksheet

Manage Funding Sources feature

Viewing cost and margin columns in the scenario comparisons worksheet

View Costs feature OR **Override Cost Rates** feature

Viewing configurable field columns in the scenario comparisons worksheet

View access to both of the following:

- entity that the configurable field belongs to
- configurable field

Editing configurable field values in the scenario comparisons worksheet

Edit access to the entity that the configurable field belongs to. That is, you must be able to lock the entity row.

+ edit access to the configurable field

6. Client and Contact Management

Managing clients

Accessing clients

View Clients feature

+ access to the client's cost structure

+ access to the client, if restrictions have been set on the client profile.

Creating clients

Create Clients feature

You can also edit the client profiles you created.

Editing clients, regardless of who created them

Edit Clients feature

Deleting clients, regardless of who created them

Delete Clients feature

Creating activities from a client

Manage Activities feature

You can create activities for yourself and other resources, and edit and delete your own activities.

Creating initiatives from a client profile

Create Initiatives feature

Creating candidates from a client profile

Create Candidates feature

Creating projects from a client profile

Create Projects feature

+ **Manage Tasks** feature to create project tasks from the service forecast or to copy tasks from an existing project

Creating cross charges from a client profile

Create Cross Charges feature

+ access to the cost structure on the cross charge

Viewing cross charges from a client profile

View Cross Charges feature to see cross charges created by others

+ access to the cost structure on the cross charge

Viewing surveys from a client profile

View Surveys feature

Viewing requests from a client profile

View Requests feature

+ view access to the operations center that is associated with the request

Viewing report cards from a client profile

View Client Radar feature

Viewing reports from a client profile

View access to the client reports

Assigning a client manager to a client profile

Resources are available for selection in the **Client manager** field if they have the following features:

- **Create Candidates**
- **Edit Candidates**
- **Manage All Candidates**
- **Manage Workgroup Candidates**

Managing contacts

Creating contacts

Create Contacts feature

You can also edit the profiles you created, but you cannot delete them.

Editing contacts, regardless of who created them

Edit Contacts feature

Deleting contacts, regardless of who created them

Delete Contacts feature

Creating activities from a contact

Manage Activities feature

You can create activities for yourself and other resources, and edit and delete your own activities.

Creating requests from a contact profile

Creating Requests feature

Viewing surveys from a contact profile

View Surveys feature

Viewing requests from a contact profile

View Requests feature

+ view access to the operations center associated with the request

Viewing report cards from a contact profile

View Client Radar feature

Viewing reports from a contact profile

You must have access to the client reports

Granting Client Portal access to contacts

Invite Client Portal Users feature

Only the user that granted the initial access can view or edit the Client Portal settings.

7. Initiative Management

Managing initiatives

Initiative Manager

Cross Charge Approval feature

+ you must be designated as the initiative manager in the initiative

+ access to the cost structure of the client associated with the initiative

Creating initiatives

Create Initiatives feature

+ access to the cost structure of the client associated to the initiative

Editing initiatives

Edit Initiatives feature

+ access to the cost structure of the client associated to the initiative

Viewing initiatives

View Initiatives feature

+ access to the cost structure of the client associated to the initiative

Copying initiatives

Create Initiatives feature

+ access to the cost structure of the client associated to the initiative

Deleting initiatives

Delete Initiatives feature

+ access to the cost structure of the client associated to the initiative

Linking to a project from an initiative profile

View access to the initiative

+ view access to the project

Changing the cost structure for an initiative

You must be the initiative manager

Editing the override task restriction option on the initiative

You must be the resource manager for the staffing workgroup of the initiative.

Viewing cost rates, overtime hourly cost rates and cost currency in initiatives using staffing level-based cost rates

Edit access to the initiative

Editing cost rates, overtime hourly cost rates and cost currency in initiatives using staffing level-based cost rates

Edit access to the initiative

Viewing cost rates, overtime hourly cost rates and cost currency in initiatives using resource-based cost rates

View Costs feature OR **Override Cost Rates** feature

+ edit access to the initiative

Editing cost rates, overtime hourly cost rates and cost currency in initiatives using resource-based cost rates

Override Cost Rates feature

+ edit access to the initiative

Adding or editing projected resources

Access Projected Resources feature

+ edit access to the initiative

Viewing the revenue recognition settings for the initiative

At least one of the following features are required:

- **Adjust Revenue Recognition**
- **Process Tentative Revenue Recognition**
- **Process Final Revenue Recognition**
- **Update Revenue Recognition Settings**

- **View Revenue Recognition Reports**

Viewing the revenue recognition settings for a fixed fee schedule or non labor item

At least one of the following features are required:

- **Adjust Revenue Recognition**
- **Process Tentative Revenue Recognition**
- **Process Final Revenue Recognition**
- **Update Revenue Recognition Settings**
- **View Revenue Recognition Reports**

+ edit access to the initiative

Granting edit access to the initiative

Create Initiatives feature

+ access to the cost structure of the client associated to the initiative

OR

Edit Initiatives feature

+ access to the cost structure of the client associated to the initiative

Restricting edit access to the initiative to specified resources

Edit Initiatives feature

+ access to the cost structure of the client associated to the initiative

8. Projects and Tasks

Managing projects

Creating projects

Create Projects feature

+ access to the cost structure of the client or initiative that you are creating the project for.

Project manager

Edit Projects feature

+ **Manage Tasks** feature

+ specified as project manager for the project

Project plan editor

Project plan editors can edit existing tasks.

Edit Projects feature

+ **Manage Tasks** feature

+ specified as a project plan editor for the project

+ as required, project manager must configure the options on the project for project plan editors to create tasks, delete tasks, assign summary tasks, and take ownership of the project.

Summary task manager

Assigned to a summary task in the project

+ as required, project manager must configure the options on the project for summary managers to edit, add, and/or delete the tasks under the summary task

Viewing projects

View Projects feature

+ access to the project through one of the following ways:

- initiative managers can view projects that are linked to their initiatives
- project manager for the project can view their own projects and tasks

- project plan editors for the project can view the project and tasks
- summary task managers for the project can view the project and their summary tasks and subtasks
- resources that are assigned to a project task can view the project, and the tasks that they are assigned to
- resources that have been granted view access by the project manager can view the project and all project tasks

Viewing requests associated with a project

View Requests feature

+ view access to the project (if viewing restrictions on project requests has been enabled by the system administrator)

Editing projects

Edit Projects feature

+ you must be the project manager

Deleting projects

Delete Projects feature

+ you must be the project manager

Creating a project using the copy project functionality

To access the **Copy** option:

You must be the project manager, project plan editor or summary task manager for the source project

+ **Create Projects** feature (to create the target project record)

+ **Manage Tasks** feature (to create the target project tasks)

> **Note:** If you are copying a project from a workflow step, you do not require access to the projects or tasks.

Project manager for the target project requires:

You must be in the preferred resources list of the resource who is copying the project

+ **Create Projects** feature

+ **Manage Tasks** feature to copy the project tasks

Updating a project using the copy project functionality

To access the **Copy** option:

You must be the project manager, project plan editor or summary task manager for the source project.

The resources who are copying the source project can update only the target project and its tasks that they can access.

Specifying time approvers for a project

You must be the project manager

+ option to allow project managers to specify time approvers must be selected on the initiative

Creating projects from requests

Create Projects feature

+ view access to the request

Creating an objective from the project dialog box

Create Objectives feature

Submitting a resource request for a project

Edit Projects feature

+ access to the project

+ resource requests must be enabled for the cost structure of the related initiative

+ the option to enable resource requests at the project level must be selected in the initiative

Taking ownership of a project

Edit Projects feature

+ you must be a project plan editor

+ the option to allow project plan editors to take ownership of the project must be selected in the project editing view

Granting summary task access rights

You must be the project manager

Project managers can grant specific editing rights to summary tasks managers, such as being able to create, edit and delete tasks under their assigned summary tasks

Creating a quick project from an initiative

Create Projects feature – to create a project from the **Projected resources** tab of the initiative

Manage Tasks feature – to create new tasks based on the projected resources information

Creating a subproject

Create Subprojects feature

+ **Manage Tasks** feature

+ the option to allow resources to create subprojects must selected on the parent project

+ you must be assigned to the task for which you are creating the subproject

Creating a material record

See the "Applications and Materials" section in chapter "Applications and Materials".

Checking availability of resources in the project worksheet

View Calendar Entries of Others feature

Associating funding sources with projects and tasks

Manage Funding Source Association feature

+ view access, if the association is created from the project or task profile

+ edit access, if the association is created from the project or task editing view

Using the Microsoft Project Integration functionality

Microsoft Project Integration feature

+ **Manage Tasks** feature

Saving a baseline for a project

Save Project Baselines feature

+ you must be the project manager

OR

Save Project Baselines feature

+ you must be a project plan editor

+ access option configured for project plan editors to save baselines

Note: You cannot save baselines for linked MSP projects.

Using the project worksheet

Accessing the project worksheet

Manage Tasks feature

+ edit access to the project or project tasks

OR

Resource has been granted view access to the project by the project manager. In this case, the resource can view all tasks and perform all activities that do not change task data.

Viewing and selecting fiscal or daily periods and allocating planned hours for fiscal or daily periods on the project worksheet

Edit Project Information in Fiscal Periods feature

Sharing personal worksheet views with other resources

Manage Project Worksheet Views feature

Editing shared worksheet views

Manage Project Worksheet Views feature

Editing data for tasks in past fiscal periods

Edit Information in Past Fiscal Periods feature

+ loading method for the task assignment does not replace planned effort with actual effort

Using the project planning worksheet (PPW)

Accessing PPW

Manage Tasks feature

+ edit access to the project or project tasks

OR

Resource has been granted view access to the project by the project manager. In this case, the resource can view all tasks and perform all activities except those that change task data.

Locking a project and editing tasks in PPW

By default, the following resources can access a project in PPW:

- Project manager can create, edit, and delete tasks, and assign resources to tasks.
- Project planned editors for the project can edit existing tasks.
- Summary task managers can lock the project and view the subtasks under their summary tasks, the task hierarchy above their tasks, and the hierarchy of tasks that are linked to their tasks.

  Note: The regular access rules apply to editing tasks. For more information, see "Managing tasks" on page 46.

Viewing and selecting fiscal or daily periods and allocating planned hours for fiscal or daily periods in PPW

Edit Project Information in Fiscal Periods feature

Sharing personal PPW views with other resources

Manage Project Worksheet Views feature

Editing shared PPW views

Manage Project Worksheet Views feature

Managing tasks

Summary Task Manager

Manage Tasks feature

+ assigned to a summary task on the project

Creating, editing and deleting tasks

Manage Tasks feature

+ you must be the project manager

OR

Manage Tasks feature

+ **Edit Projects** feature

+ you must be a project plan editor for the project (can edit project tasks by default)

+ access options for project plan editors to create and delete tasks must be configured on the project

OR

Manage Tasks feature

+ **Edit Projects** feature

+ you must be a summary task manager for the project (assigned to a summary task)

+ access options must be configured on the project for summary task managers to create, edit and delete tasks

> **Note:** Summary task managers can only create, edit and delete the tasks that are under the summary tasks to which they are assigned.

Viewing tasks

View Projects feature

+ access to the project through one of the following ways:

- initiative managers can view projects that are linked to their initiatives
- project manager for the project can view their own projects and tasks
- project plan editors for the project can view the project and tasks
- summary task managers for the project can view the project and their summary tasks and subtasks

- resources that are assigned to a project task can view the project, and the tasks that they are assigned to
- resources that have been granted view access by the project manager can view the project and all of the project tasks

Assigning tasks

You must be the project manager, project plan editors or resource manager

+ resources require the **Track Project-Related Time** feature to be assigned to a task

Reopening completed tasks

Edit access to the task OR you mus be assigned to the task

+ the project must not be completed

Reordering tasks

Edit access to the tasks to be reordered

Linking tasks (creating task dependencies)

Edit access to the tasks to be linked

Viewing task assignments of other resources

View Task Assignments of Others feature

By default, project manager, project plan editors and summary task managers can view the task assignments for tasks that they have edit access to, and therefore do not require this feature.

Saving a baseline for a task

Save Project Baselines feature

+ you must be the project manager

OR

Save Project Baselines feature

+ you must be a summary task manager

+ access option configured for summary task managers to save baselines

Note: You cannot save baselines for linked MSP projects.

Creating tasks from requests

Manage Tasks feature

Viewing cross-charge rates in task assignment section

View Cross Charge and Cost Rates in Task Assignment Section feature

Viewing staffing level cost rate or resource-based cost rate in task assignment section

View Cross Charge and Cost Rates in Task Assignment Section feature

+ **View Costs** feature (if resource-based cost rates are used)

Updating the status of tasks

Updating the status of a task

You must be assigned to the task

Updating the status of your tasks by using the Task Status Compliance report

Access to the **Task Status Compliance** report

Updating the status of your tasks by using the My Task report

Access to the **My Tasks** report

9. Budgeting

Managing budgets

Accessing budgets

View Budgets feature OR **Edit Budgets** feature OR **Create Budgets** feature

+ access to the initiative or project for which the budget was created

Creating budgets

Create Budgets feature

+ access to the initiative or project

Edit budget views and filters created by others

Manage Budget Views and Filters feature

Share budget views and filters with others

Manage Budget Views and Filters feature

Working with fiscal periods in budgets

Edit Budget Information in Fiscal Periods feature is required to perform all actions in the budget that affect the fiscal period information, including:

- select a fiscal period for a budget
- view and edit fiscal period information
- enable the replacement of past amounts with actual amounts
- set revenue recognition rules
- create fixed fee schedules
- create milestones

Creating or editing budget amounts in past fiscal periods

Edit Information in Past Fiscal Periods feature is required to perform all actions in the budget that will affect information in past fiscal periods, including:

- adding or editing amounts

- changing dates
- editing schedules or milestones
- changing the budget item type to one that has a different exclude from budget setting
- changing revenue recognition settings

Copying budgets

Create Budgets feature

Copying items into budgets from initiatives or projects

Edit access to the budget.

> **Note:** No additional access rights are required to copy items into a budget, even if the budget has fiscal periods. However, while you can copy items into fiscal periods, you cannot edit the items once they are in the budget unless you have the edit access to fiscal periods.

Editing budgets that you created

Create Budgets feature

Editing budgets created by others

Edit Budgets feature

Viewing resource-based cost rates in the budget

View Costs feature OR **Override Cost Rates** feature

Editing resource-based cost rates in the budget

Override Cost Rates feature

Deleting budgets

Edit Budgets feature AND **Delete Budgets** feature

Adding contingency amounts to budgets

Override Cost Rates feature

Viewing budget contingency amounts on reports

View Costs feature OR **Override Cost Rates** feature

Editing a frozen budget (Unfreezing a frozen budget)

Unfreeze budgets feature

10. Applications and Materials

Managing applications

Creating application profiles

Create Applications feature

Editing applications that you created

Create Applications feature

Editing applications created by others

Edit Applications feature

Viewing application profiles that you created

Create Applications feature

Viewing application profiles created by others

View Applications feature OR **Edit Applications** feature

Deleting applications that you created

Create Applications feature

Deleting applications created by others

Delete Applications feature

Managing materials

Creating materials

Create Materials feature

+ Must be project manager or project plan editor

OR

+ Must be granted view project access to the project by the project manager

Creating materials with dates in closed periods

Create Materials feature AND **Process Records in Closed Periods** feature

Creating new initiatives from the Material dialog box

Create Materials feature AND **Create Initiatives** feature

Creating new non-labor items/applications from the Material dialog box

Create Materials feature AND **Create Applications** feature

Editing materials

Edit Materials feature

Editing materials with dates in closed periods

Edit Materials feature AND **Process Records in Closed Periods** feature

Deleting materials

Delete Materials feature

Deleting materials with dates in closed periods

Delete Materials feature AND **Process Records in Closed Periods** feature

Creating or editing funding source associations for materials

Manage Funding Source Association feature

+ view access to the project to which the material is associated

+ edit access to the material

11. Requests, Support Items and Assets

Managing request templates

Creating, editing, and deleting personal request templates

Available to all Changepoint resources, but not Client Portal users.

Creating, editing and deleting shared request templates

Manage Request Templates feature

Managing requests

Operations center manager

Manage Operations Centers feature

+ must be specified as the operations center manager for the operations center

> **Note:** Only resources with the **Manage Operations Centers** feature are available to be selected as a operations center manager.

Viewing all requests of a an operations center regardless of access restrict

Manage Operations Centers feature

+ must be the operations center manager for the operations center

Viewing requests

View Requests feature OR **Create Requests** feature OR **Edit Requests** feature

+ view or edit access to the operations center that the request is associated with

+ access to the request queue, if the request is in a queue and the access to the queue is restricted

OR

View Requests feature OR **Create Requests** feature OR **Edit Requests** feature

+ **Manage Operations Centers** feature

Creating requests

Create Requests feature

+ edit access to the operations center that the request is associated with

Creating requests from an entity profile

Create access to requests

+ view access to the entity

Viewing requests associated with a project

View access to requests

+ view access to project requests, if restrictions are enabled

Viewing requests for client SLAs

View Initiatives feature

+ view access to requests

Editing requests

Edit Requests feature

+ edit access to the operations center that the request is associated with, if edit access restrictions have been set

Deleting requests that you created

Create Requests AND **Delete Requests** feature

+ edit access to the operations center that the request is associated with, if edit access restrictions have been set

Deleting requests created by others

Edit Requests feature AND **Delete Requests** feature

+ edit access to the operations center that the request is associated with, if edit access restrictions have been set

Creating, editing and deleting shared request templates

Manage Request Templates feature

Entering time for requests

Track Request Time feature

+ the request type and request status must be enabled for time entry

Creating candidates from requests

Create Candidates feature

Creating initiatives from requests

Create Initiatives feature

Creating projects from requests

Create Projects feature

Creating tasks from requests

Manage Tasks feature

+ access to add tasks to the project

Managing funding source associations

Manage Funding Source Association feature

+ view access to the request if the association is created from the request profile

+ edit access to the request if the association is created from the **Request** dialog box

Managing support items

Creating support items

Create Support Items feature

Viewing support items

View Support Items feature OR **Edit Support Items** feature

Editing support items

Edit Support Items feature OR **Manage Operations Centers** feature

Deleting support items

Delete Support Items feature

Managing assets

Creating assets

Create Assets feature

Editing assets that you created

Create Assets feature

Editing assets created by others

Edit Assets feature

Deleting assets

Delete Assets feature

12. Cross Charges, Credit Notes and Revenue Recognition

Managing cross charges and credit notes

Accessing cross charges

At least one of the following features is required:

- **View Cross Charges**
- **Create Cross Charges**
- **Edit Cross Charges**
- **Delete Cross Charges**

+ access to the cost structure that the cross charge is related to

Creating cross charges

Create Cross Charges feature

Submitting cross charges

Create Cross Charges feature

Editing cross charges

Edit Cross Charges feature

Approving cross charges

View Cross Charges feature

+ **Approve Cross Charges** feature

+ you must be the initiative manager

Approving cross charges at the second level

Second Level Cross Charges Approval feature

+ you must be the second-level approver on the initiative.

In addition, initiatives and cost structures filter those available for selection as a second-level approver to those with the **Approve Cross Charges Second Level** feature.

Committing cross charges or credit notes

You must have the role required to commit cross charges or credit notes, as specified in the cost structure settings.

Creating, editing or submitting cross charges in a closed period

Process Records in Closed Periods feature

+ **Create Cross Charges** feature OR **Edit Cross Charges** feature

Deleting cross charges

Delete Cross Charges feature

Submitting batch cross charges

Create Cross Charges feature

+ you must have the role required for batch processes, as specified in the cost structure settings

Creating credit notes

Create Credit Notes feature

Submitting credit notes

Create Credit Notes feature

Editing credit notes

Edit Credit Notes feature

Desubmitting time records

Desubmit Time feature

Viewing, editing and deleting expense advances

Enter Advances feature

Setting up taxation for expenses, services and non-labor items on the Cross Charge dialog box

Edit Tax Setup feature

Unlocking records

Record Locking feature

Editing currency exchange rates

Edit Exchange Rates feature

Setting up closed periods

Set Closed Period Information feature

+ access to the cost structure

OR

Set System-Level Cutoff Dates feature

+ access to the cost structure

Setting cutoff dates at the system level

Set System-Level Cutoff Dates feature

Managing contractor invoices

Reconciling contractor invoices

Access to the **Contractor Invoice Reconciliation** report

+ view access to the contractor's workgroup

Processing revenue recognition

Making revenue recognition adjustments

Adjust Revenue Recognition feature

Editing revenue recognition settings for the initiative, and for fixed fees and non-labor items in the initiative

At least one of the following features is required:

- **Update Revenue Recognition Settings**
- **Process Final Revenue Recognition**
- **Process Tentative Revenue Recognition**

+ **Edit Initiatives** feature

+ access to the cost structure

Running the Tentative Revenue Recognition process

Process Tentative Revenue Recognition feature

Viewing revenue recognition reports

At least one of the following features is required:

- **View Revenue Recognition Reports**
- **Process Tentative Revenue Recognition**
- **Process Final Revenue Recognition**
- **Update Revenue Recognition Settings**
- **Adjust Revenue Recognition**

+ access to the report

Running and committing final revenue recognition

Process Final Revenue Recognition feature

13. User Setup and Resource Management

Configuring and maintaining resource information

Creating and editing resources for all workgroups

Create Resources feature AND **Changepoint Administrator** feature

+ edit access to the tabs on the **User Setup** dialog box

Creating and editing resources for specific workgroups only

Create Resources feature

+ user setup access to the specific workgroups

+ edit access to the tabs on the **User Setup** dialog box

Edit access to the tabs on the User Setup dialog box

- **Edit Resource Information Section** feature – applies to the **Resource information**, **User-managed information**, and **Payroll information** tabs
- **Edit Confidential Section** feature
- **Edit Qualifications and Functions Section** feature
- **Edit Security Access Section** feature
- **Edit Organizational Information Section** feature

View access to the tabs on the User Setup dialog box

- **View Resource Information Section** feature – applies to the **Resource information**, **User-managed information**, and **Payroll information** tabs
- **View Confidential Section** feature
- **View Qualifications and Functions Section** feature
- **View Security Access Section** feature
- **View Organizational Information Section** feature

Viewing the Resources tree view

View Resources feature

+ user setup access to the resources' workgroups

Copying resource information

Create Resources feature

+ user setup access to the resources' workgroups

+ the features that correspond to the tabs on the **User Setup** dialog box that contain the information to be copied

Deleting resources

Delete Resources feature

+ user setup access to the resources' workgroups

Unlocking resources

Edit Resource Information feature

+ user setup access to the resources' workgroups

Transferring resources to other workgroups

Edit Organizational Information Section feature

+ user setup access to both the source and target resources' workgroups

Terminating resources

Terminate Resources feature

+ user setup access to the resources' workgroups

Viewing resource history

Edit access to one of the tabs on the **User Setup** dialog box

+ user setup access to the resources' workgroups

Viewing pending changes for resources

Edit access to one of the tabs on the **User Setup** dialog box

+ user setup access to the resources' workgroups

Adding qualifications to your own resource profile

Manage Personal Qualifications feature

Managing resources

Viewing resources

View Resources feature

Viewing the qualifications of other resources

View Qualifications of Others feature

Viewing the functions of other resources

View Function Assignments of Others feature

Viewing the assigned tasks of other resources

View Task Assignments of Others feature

Viewing the project history of other resources

View Project History of Others feature

Viewing the resource history of other resources

View Resource History of Others feature

Viewing the history of changes to resources' security features

The system administrator must enable history tracking for security access.

Accessing survey results from your resource profile

View Survey Rating Information feature

+ view access to the survey

Viewing survey results from another resource's profile

View Survey Rating Information feature

+ view access to the survey

+ view access to the resource

Viewing calendar entries of other resources

View Calendar Entries of Others feature

+ access to the resource's workgroup

Adding resources to the list of projected resources

Access Projected Resources feature

Editing the list of projected resources

Access Projected Resources feature

Deleting resources from the list of projected resources

Access Projected Resources feature

+ there must not be any resource requests associated with the projected resource to delete

Searching for resources

Search Resources feature

Searching for resources from initiatives

You must be the resource manager for the workgroup of the initiative.

Searching for resources from projects

The option to enable resource requests at the project level must be selected in the initiative.

+ you are the resource manager for the staffing workgroup of the initiative.

Searching for resources from task assignments

Search Resources feature AND **Manage Tasks** feature

+ access to the project

OR

The option to enable resource requests at the task level must be selected in the initiative.

Searching for resources and viewing their calendar entries

View Calendars from Resource Search feature

Creating and editing calendar entries of other resources

Edit Calendar Entries of Others feature

+ access to the resource's workgroup

Deleting calendar entries of other resources

Delete Calendar Entries of Others feature

+ access to the resource's workgroup

Setting nonworking days on the personal calendars of resources and the Resource Scheduling calendar

Mark Calendar Entries as Nonworking Days feature

Resources to be included in availability planning and resource demand analysis

The following features must be assigned to the resource that you want to include:

- **Planned Resources** feature
- **Track Project-Related Time** feature (for task assignments, project team, candidate services and projected resources demand)
- **Track Request Time** feature (for request demand)

Generic resources to be included in resource demand analysis

Planned Resources feature

+ must be assigned to a workgroup

Managing resource requests

Creating resource requests at the initiative level

Access Projected Resources feature AND **Edit Initiatives** feature OR **View Initiatives** feature

Creating resource requests at the project level

Create Projects feature OR **Edit Projects** feature

Creating resource requests at the task assignment level

Manage Tasks feature AND **Edit Projects** feature OR **View Projects** feature

Submitting resource requests from an initiative

Access Projected Resources feature AND **Edit Initiatives** feature

+ resource requests must be enabled for the cost structure of the initiative

Submitting resource requests from a project

Edit Projects feature

Submitting resource requests from a task

Edit Projects feature AND **Manage Tasks** feature

Editing resource requests

Requirements for submitting resource requests

+ request is in at a status that makes the request available for editing as defined in the workflow state definition

+ you must be the initiator or a participant in the resource request workflow (if you are the initiator, you can only edit the status and comments)

Managing resource demand scenarios

Creating resource demand scenarios

Create Resource Demand Scenarios feature

+ access to the cost structure that is associated with the candidate and initiative that are included in the scenario

Editing resource demand scenarios

Edit Resource Demand Scenarios feature OR **Create Resource Demand Scenarios** feature

Viewing resource demand scenarios

View Resource Demand Scenarios feature OR **Create Resource Demand Scenarios** feature OR **Edit Resource Demand Scenarios** feature

+ access to the cost structure that is associated with the candidate and initiative that are included in the scenario

Deleting resource demand scenarios

Create Resource Demand Scenarios feature OR **Edit Resource Demand Scenarios** feature OR **Delete Resource Demand Scenarios** feature

Approving or rejecting submitted resource demand scenarios

Approve Resource Demand Scenarios feature

+ access to the workgroup of the resource who created the scenario

Including data in resource demand scenario histograms

The **Planned Resources** feature must be assigned to the resources that you want to include in the histogram data

+ you must select the workgroups that you want to include in the histogram data

Accessing the Resource Demand Scenario Members view

Create Resource Demand Scenarios feature OR **Edit Resource Demand Scenarios** feature OR **Delete Resource Demand Scenarios** feature

Using the resource management worksheet (RMW)

Accessing the resource management worksheet (RMW)

Launch Resource Management Worksheet feature

Sharing RMW filters and views

Manage Resource Management Worksheet Filters and Views feature

Editing RMW filters and views created by other resources (shared filters and views)

Manage Resource Management Worksheet Filters and Views feature

Viewing, creating and editing demand items in the RMW

Resource manager for the workgroup of the resource who is assigned to the demand item

+ view access to the demand items, only if view access restrictions have been set on the resource manager's workgroup

OR

Resource who has been granted access to a resource management scenario

+ view access to the demand items in the scenario

+ on the resource's workgroup, the option that allows resources with only entity access to access resource management scenarios must be enabled

Committing changes to demand items in the RMW

Resource manager for the workgroup of the resource who is assigned to the demand item

+ create and edit access to the demand items, only if create and edit access restrictions have been set on the resource manager's workgroup

OR

Resource who has been granted access to a resource management scenario

+ create and edit access to the entities of the demand items in the resource management scenario

+ on the resource's workgroup, the option that allows resources with only entity access to access resource management scenarios must be enabled

Project plan editors can commit changes to project team entries in the RMW

Project plan editor

+ option that allows project plan editors to take ownership of the project has been set on the project

Editing qualifications or functions through the RMW

Edit Qualifications and Functions Section feature

14. Time and Expenses

Managing time

Entering time for project-related work

Track Project-Related Time feature

+ access to the budget for the project that time is entered against

Entering time for request-related work

Track Request Time feature

Tracking non-project-related time

Track Non-Project-Related Time feature

Viewing your time sheet

View Time Sheets feature

Adjusting approved time

Create Time Adjustments feature

Entering and submitting time on behalf of other resources

Central Time Administrator feature

+ access to the resource's workgroup

+ the resource for which time is entered must have the **Track Project-Related Time** or **Track Non-Project Related-Time** feature

> **Note:** Resources with the **Central Time Administrator** feature cannot enter and submit time for other resources in their own workgroup.

Transferring time from one task or project to another

Transfer Time and Expenses feature

Approving time

Time Approval feature

Approving time in batches

Access to the **Batch Time and Expense Approval** report

Desubmitting time

Desubmit Time feature

Managing non-project time tasks

Manage Non-Project Time feature

Processing time records in closed periods

Process Records in Closed Periods feature

> **Note:** Resources with this access are exempt from closed period restrictions, and therefore can do the following before the cutoff date: create, edit, delete, adjust, submit, and approve time records

Managing expenses

Entering expenses

Track Expenses feature

Viewing expense reports

View Expenses feature

Transferring expenses from one task or project to another

Transfer Time and Expenses feature

Approving expenses

Expense Approval feature

Approving expenses that exceeds a defined threshold

Expense Approval feature

+ you must be the threshold expense approver for the workgroup

Approving expenses in batches

Access to the **Batch Time and Expense Approval** report

Entering expenses, and creating and submitting expense reports on behalf of other resources

Central Expense Administrator feature

+ access to the resource's workgroup

> **Note:** Resources with the **Central Expense Administrator** feature cannot create and submit expense reports for other resources in their own workgroup.

Processing expense records in closed periods

Process Records in Closed Periods feature

> **Note:** Resources with this access are exempt from closed period restrictions, and therefore can do the following before the cutoff date: create, edit, delete, adjust, submit, approve expense records

Managing expense categories and types and their associated options

Manage Expenses feature

15. Individual and Project Portfolio Performance

Configuring individual performance management settings

Setting up IPM reporting periods, metric templates, calculations and IPM defaults

Performance Management Administrator feature

Managing individual and team performance

Creating metrics, and editing or deleting metrics you created

Create Metrics feature

Editing metrics created by other resources

Edit Metrics feature

Deleting metrics created by other resources

Delete Metrics feature

Viewing your personal metric results

View Personal Metrics Results feature AND **My Performance Chart** feature.

Viewing metrics, metric assignments and entered data

View Metrics feature OR **Create Metrics** feature OR **Edit Metrics** feature

Viewing results for the resources that are inputs to a team metric, and that are in your workgroup

View Personal Metrics Results feature AND **My Performance Chart** feature AND **View My Workgroup Metric Results (Drill-Down)** feature

Viewing results for all the resources that are inputs to a team metric, and that are in a workgroup you have access to

View Personal Metrics Results feature AND **My Performance Chart** feature AND **View Metric Results of any Resource** feature

+ workgroup access

Viewing overall results for a team metric for resources that are assigned to the metric, and that are in your workgroup

View Workgroup-Level Rollup of Metric Results feature AND **People Performance Management** feature

Viewing overall results for a team metric for resources that are assigned to the metric, and that are in your workgroup or in workgroups you have access to

View Workgroup-Level Rollup of Metric Results feature AND **People Performance Management** feature

+ workgroup access

Accessing the People Performance Management portlet

View Workgroup-Level Rollup of Metric Results feature AND **People Performance Management** feature

Viewing team metric results for your workgroup

View My Workgroup Metric Results (Drill-Down) feature AND **People Performance Management** feature.

Entering your own results for a user-entered metric assigned to you

View Personal Metrics Results feature

Viewing rollup information for all workgroups to which you have access

View My Workgroup Metric Results (Drill-Down) feature AND **View Any Resource Metric Results** feature AND **View Workgroup-Level Rollup of Metric Results** feature AND **People Performance Management** feature

Managing project portfolio performance

Creating, editing or deleting portfolio categories

Manage Portfolio Categories feature

Viewing portfolio categories

View Portfolios feature

Creating portfolios

Create Portfolios feature

Editing portfolios

Edit Portfolios feature AND **View Portfolios** feature

+ edit access to portfolios

Viewing portfolios

View Portfolios feature

+ view access to portfolios

OR

Edit Portfolios feature

Deleting portfolios

Delete Portfolios feature AND **View Portfolios** feature

+ view access to projects included in portfolios

+ edit access to portfolios

Selecting projects to be added to portfolios

Create Portfolios feature OR **Edit Portfolios** feature

+ workgroup access to the project manager's workgroup OR access to the project

Selecting scenarios to be added to portfolios

Create Portfolios feature OR **Edit Portfolios** feature

+ view access to projects associated with the candidates included in the scenarios

+ view access to the scenarios

Viewing the Portfolio Performance Management portlet

Portfolio Performance Management feature

Creating and viewing knowledge items for metrics or project portfolio scenarios

Create Knowledge Items feature

+ subscriptions and access rights to the knowledge items

Creating resource demand scenarios for a project portfolio

Create Resource Demand Scenarios feature

Creating what-if-scenarios for a portfolio

Edit Portfolios feature AND **View Portfolios** feature

Creating charts for portfolio results

Create Charts feature

16. Survey Management

Managing surveys

Managing the complete survey functionality

Survey Management Administrator feature

Creating a survey

Create Surveys feature OR **Survey Management Administrator** feature

Creating an automated survey

Survey Management Administrator feature

Viewing a survey that you created

Create Surveys feature

Viewing surveys created by others

View Surveys feature

+ view access granted by the creator of the survey

OR

Survey Management Administrator feature

Editing a survey that you created

Create Surveys feature OR **Survey Management Administrator** feature

Editing surveys created by others

Create Surveys feature

+ edit access granted by the creator of the survey

OR

Survey Management Administrator feature

Deleting a survey that you created

Create Surveys feature OR **Survey Management Administrator** feature

Deleting surveys created by others

Create Surveys feature

+ edit access granted by the creator of the survey

OR

Survey Management Administrator feature

Viewing survey results

View Surveys feature

+ view access granted by the creator of the survey

OR

Survey Management Administrator feature

Creating a corporate or a personal template

Create Survey Templates feature

OR

Survey Management Administrator feature

Saving a survey as a corporate or a personal template

Create Survey Templates feature

+ edit access granted by the creator of the survey

OR

Survey Management Administrator feature

Viewing your survey ratings

View Surveys feature

Viewing survey ratings of other resources

You must be the creator of the survey

+ the **Exclude results** check box must be cleared in the **Access Control** dialog box

OR

Survey Management Administrator feature

OR

If you are the manager of a resource, or at a higher level in the hierarchy of your organization, you can view survey results of all resources below your level.

Viewing survey reminders

You must be the creator of a survey that is listed in the reminders

OR

Survey Management Administrator feature

Approving or rejecting an automated survey

View Surveys feature

+ edit access granted by the creator of the survey

OR

Survey Management Administrator feature

17. Report Creation

About access to data in IBM Cognos

Overall, data access checks in IBM Cognos are similar to data access permissions in Changepoint. That is, if you can view an entity in the tree view, you have access to the entity data. However, the following table lists the additional requirements that apply for some query subjects of the Changepoint Cognos data model.

Note: You must have view or edit access to a configurable field in order for its data to appear in reports. Otherwise only the configurable field name appears.

Query subject	Required access and features
Time combined (includes project time, request time and non-project time)	Workgroup access
Financial analysis summary by customer (daily, monthly, by fiscal period)	Customer access
Financial analysis summary by project (daily, monthly, by fiscal period)	Project access
Financial analysis summary by task assignment (daily, monthly, by fiscal period)	Project access
Materials	Project access + **View Materials** feature
Non-project time	Workgroup access
Project time	Project access
Request time	Request access

Query subject	Required access and features
Resource confidential information	Workgroup access + **View Confidential Section** feature + **Edit Confidential Section** feature
Resources	Workgroup access + **View Resources** feature

About access to data in Report Designer

Report Designer uses the same data access permissions as Changepoint. In general, if you can access data in Changepoint, then you can access the data when creating or viewing reports.

To view data in a report, you must have access to all of the data that is used to create the report. For example, the following table lists some data.

Field name	Data
Client	ABC Client
Initiative	ABC Initiative
Project	ABC Project
Resource	John Smith
Resource workgroup	Business Analysis
Initiative manager workgroup	Web Development
Work performed for	XYZ Client
Approved by	Anne Harper

To create a custom report that includes this data, you require access to the following:

- ABC client records
- XYZ client records
- ABC initiative record

- ABC project record
- Workgroup access to John Smith's workgroup (Business Analysis)
- Workgroup access to the Web Development workgroup
- Workgroup access to Anne Harper's workgroup.

  Note: If any fields in a report contain resource names, you must have access to the workgroup that the resource belongs to.

Working in Report Designer

Accessing Report Designer

Report Designer feature

Creating data collections

Report Designer feature

+ access to the Changepoint data that will be used in the report

+ access to the data providers

Editing or deleting data collections that you created

Report Designer feature

+ access to the Changepoint data that will be used in the report

+ access to the data providers

Editing or deleting data collections created by others

Manage Reports feature

+ access to the Changepoint data that will be used in the report

+ access to the data providers

OR

Edit access to the specific report design that the data collection is linked to

Creating report designs

Report Designer feature

+ access to the Changepoint data that will be used in the report

+ access to the data providers

Editing and deleting report designs that you created

Report Designer feature

+ access to the Changepoint data that will be used in the report

+ access to the data providers

Editing and deleting report designs (and associated data collections) created by others

Manage Reports feature

+ access to the Changepoint data that will be used in the report

+ access to the data providers

OR

Report Designer feature

+ Edit access to the specific report design

Creating, editing and deleting report charts

Create Charts feature

+ access to the Changepoint data that will be used in the report

+ access to the data providers

+ edit access to the report design

Creating advanced expressions and variables for custom fields in data collections

Report Designer Advanced Features feature

+ experience in both SQL programming and the business practices of your organization

Overriding security settings on reports

Override Report Security Settings feature

+ edit access to the report design

Linking reports

Access to both reports

+ access to the data in both reports

Exporting reports

You must be the report creator

OR

Manage Reports feature

Importing reports for your own use

Report Designer feature

Importing reports and specifying another user as the report owner

Report Designer feature

18. Changepoint Security Features

Features sorted by name

Security feature name	Description	Category name
Access Candidate Screening	Access candidate screening	Candidate Screening
Access Client Portal Information	Grant contacts access to Client Portal	Desktop Features
Access Document Administration	Access Infiniti Manage from Changepoint	Intelligent Forms
Access Document Generation	Access the forms that generate documents	Intelligent Forms
Access Export Publishing	Schedule the export of data packages	Administration
Access Forms Administration	Access Infiniti Manage from Changepoint	Intelligent Forms
Access Forms Generation	Access the forms that create and edit entities	Intelligent Forms
Access Mobile Application	Access the mobile application	Desktop Features
Access Projected Resources	Access projected resources	Initiative management
Access Request Screening	Access request screening	Candidate Screening
Access Scenario Comparisons	Access scenario comparisons	Candidate Screening
Access Transport Tool	Access the Transport Tool	Administration
Active Candidates	Access the Active Candidates portlet	Portals

Security feature name	Description	Category name
Adjust Revenue Recognition	Adjust revenue recognition	Initiative management
Approve Cross Charges	Approve cross charges	Financial Management
Approve Resource Demand Scenarios	Approve or reject resource demand scenarios	Candidate Screening
Approved Cross Charges	Access the Approved Cross Charges portlet	Portals
Candidate Decision Summary	Access the Candidate Decision Summary portlet	Portals
Candidate Decisions	Access the Candidate Decisions portlet	Portals
Candidate Rollups	Access the Candidate Rollups portlet	Portals
Candidates Approved	Access the Candidates Approved portlet	Portals
Candidates Rejected	Access the Candidates Rejected portlet	Portals
Central Expense Administrator	Enter expenses, create and submit expense reports for other resources	Desktop Features
Central Time Administrator	Enter and submit time for other resources	Desktop Features
Changepoint Administrator	Feature required for Archive Approval and to have access to all workgroups for user setup	Administration

Security feature name	Description	Category name
Cognos Administrator	Administer IBM Cognos software configuration, server settings, and all security aspects	Report Features
Cognos Business Author	Create or edit a report using Analysis Studio, Query Studio or Cognos Workspace Advanced	Report Features
Cognos Professional Author	Create or edit a report using Report Studio, Analysis Studio, Query Studio or Cognos Workspace Advanced, and manage report scheduling	Report Features
Copy Time	Copy time entries on the time sheet	Desktop Features
Create Applications	Create applications and application categories	Application Management
Create Assets	Create assets and edit the assets they create	Operations Center Management
Create Budgets	Create budgets for projects and initiatives	Financial Management
Create Candidates	Create candidates and edit the candidates they create	Candidate Management
Create Charts	Create charts from a report or table for which charting is available	Report Features
Create Clients	Create clients and edit the clients they create	Client Management
Create Contacts	Create contacts and edit the contacts they create	Contact Management

Security feature name	Description	Category name
Create Credit Notes	Create credit notes from cross charges	Financial Management
Create Cross Charges	Create cross charges	Financial Management
Create Initiatives	Create initiatives	Initiative management
Create Knowledge Items	Create knowledge items	Knowledge Management
Create Materials	Create materials	Financial Management
Create Metrics	Create metrics and view their own metrics	Individual Performance Management
Create Objectives	Create objectives and edit the objectives they create	Objective Management
Create Open Tasks	Create open tasks	Desktop Features
Create Portfolios	Create project portfolios	Project/Client Portfolios
Create Projects	Create projects	Desktop Features
Create Requests	Create requests and edit the requests they create	Operations Center Management
Create Resource Demand Scenarios	Create resource demand scenarios	Candidate Screening
Create Resources	Create resources	User Setup
Create Sources	Create sources and source categories	Source Management

Security feature name	Description	Category name
Create States/Provinces	Add states and provinces	Desktop Features
Create Subprojects	Create subprojects	Desktop Features
Create Support Items	Create support items and view and edit their own support items	Knowledge Management
Create Survey Templates	Create survey templates and edit the templates they create	Survey Management
Create Surveys	Create surveys and edit the surveys they create	Survey Management
Create Team Folders	Create a team folder and add team members	Desktop Features
Create Time Adjustments	Create adjustment for approved time records	Desktop Features
Cross Charges Pending Approval	Access the Cross Charges Pending Approval portlet	Portals
Data Provider Administration	Create and edit data providers that are not system-defined	Administration
Delete Applications	Delete applications and application categories regardless of who created them	Application Management
Delete Assets	Delete assets regardless of who created them	Operations Center Management
Delete Budgets	Delete budgets regardless of who created them	Financial Management
Delete Calendar Entries of Others	Delete calendar entries of other resources	Availability Planning

Security feature name	Description	Category name
Delete Candidates	Delete candidates regardless of who created them	Candidate Management
Delete Clients	Delete clients regardless of who created them	Client Management
Delete Contacts	Delete contacts regardless of who created them	Contact Management
Delete Credit Notes	Delete credit notes regardless of who created them	Financial Management
Delete Cross Charges	Delete cross charges regardless of who created them	Financial Management
Delete Initiatives	Delete initiatives regardless of who created them	Initiative management
Delete Knowledge Items	Delete knowledge items regardless of who created them	Knowledge Management
Delete Materials	Delete materials regardless of who created them	Financial Management
Delete Metrics	Delete metrics regardless of who created them	Individual Performance Management
Delete Objectives	Delete objectives regardless of who created them	Objective Management
Delete Personal Calendar Entries	Delete personal calendar entries	Availability Planning
Delete Portfolios	Delete project portfolios	Project/Client Portfolios
Delete Projects	Delete projects	Desktop Features

Security feature name	Description	Category name
Delete Requests	Delete requests regardless of who created them	Operations Center Management
Delete Resource Demand Scenarios	Delete resource demand scenarios	Candidate Screening
Delete Resources	Delete resources	User Setup
Delete Sources	Delete sources regardless of who created them	Source Management
Delete Support Items	Delete support items	Knowledge Management
Delete Tax Setup	Delete tax setups	Financial Management
Delete Team Folders	Delete team folders and team items regardless of who created them	Desktop Features
Desubmit Time	Desubmit time	Financial Management
Draft Cross Charges	Access the Draft Cross Charges portlet	Portals
Edit Applications	Edit applications regardless of who created them	Application Management
Edit Assets	Edit assets regardless of who created them	Operations Center Management
Edit Budget Information in Fiscal Periods	Edit information in fiscal periods for budgets	Financial Management
Edit Budgets	Edit budgets regardless of who created them	Financial Management

Security feature name	Description	Category name
Edit Calendar Entries of Others	Edit calendar entries of other resources	Availability Planning
Edit Candidate Information in Fiscal Periods	Edit information in fiscal periods for candidates	Financial Management
Edit Candidates	Edit candidates regardless of who created them	Candidate Management
Edit Clients	Edit clients regardless of who created them	Client Management
Edit Confidential Section	Edit the confidential information of resources that they administrate	User Setup
Edit Contacts	Edit contacts regardless of who created them	Contact Management
Edit Credit Notes	Edit credit notes regardless of who created them	Financial Management
Edit Cross Charges	Edit cross charges regardless of who created them	Financial Management
Edit Exchange Rates	Edit exchange rates	Financial Management
Edit Information in Past Fiscal Periods	Edit information in past fiscal periods for candidates and budgets, and in the resource management worksheet and project worksheet.	Financial Management
Edit Initiatives	Edit initiatives regardless of who created them	Initiative management
Edit Knowledge Items	Edit knowledge items regardless of who created them	Knowledge Management

Security feature name	Description	Category name
Edit Materials	Edit materials regardless of who created them	Financial Management
Edit Metrics	Edit metrics regardless of who created them	Individual Performance Management
Edit Objectives	Edit objectives regardless of who created them	Objective Management
Edit Organizational Information Section	Edit workgroup information, time and expense approvers and configurable field information	User Setup
Edit Personal Calendar Entries	Edit personal calendar entries	Availability Planning
Edit Portfolios	Edit project portfolios	Project/Client Portfolios
Edit Project Information in Fiscal Periods	View and select fiscal or daily periods and update planned hours for fiscal or daily periods on the project worksheet	Desktop Features
Edit Projects	Edit projects	Desktop Features
Edit Qualifications and Functions Section	Edit qualifications and functions	User Setup
Edit Requests	Edit requests regardless of who created them	Operations Center Management
Edit Resource Demand Scenarios	Edit resource demand scenarios	Candidate Screening
Edit Resource Information Section	Edit the resource information of resources that they administrate	User Setup
Edit Security Access Section	Assign and edit roles and features	User Setup

Security feature name	Description	Category name
Edit Sources	Edit sources regardless of who created them	Source Management
Edit Support Items	Edit support items	Knowledge Management
Edit Tax Setup	Create and edit the tax setup.	Financial Management
Enable Calendar Synchronization	Synchronize with Exchange or Outlook calendar	Calendar Synchronization
Enter Advances	Enter monetary advances for other resources	Financial Management
Expense Approval	Approve the expenses of other resources	Approval Workflow
Export Data	Export data	Import/Export Management
Financial Reminders	Access the Financial Reminders portlet	Portals
Find Person	Access the Find Person portlet	Portals
Import Data	Import data	Import/Export Management
Initiative Warnings	Access the Initiative Warnings portlet	Portals
Knowledge Management	Access the Knowledge Management portlet	Portals
Launch Resource Management Worksheet	Launch the resource management worksheet	Candidate Screening

Security feature name	Description	Category name
Lock Changepoint	Lock Changepoint and prevent users from signing in	Administration
Manage Activities	Manage personal activities	Candidate Management
Manage All Candidates	Manage all candidates regardless of who created them	Candidate Management
Manage All Leads	Manage all leads regardless of who created them	Prospect and Lead Management
Manage All Prospects	Manage all prospects regardless of who created them	Prospect and Lead Management
Manage Alternate Name Settings	Enable or disable the alternate name functionality	Administration
Manage Archiving	Use the archiving functionality	Administration
Manage Asset Option Lookups	Set up lookup lists for any asset options defined as using a lookup	Administration
Manage Asset Types	Set up asset types and options, which can be assigned to assets tracked in Changepoint	Administration
Manage Auto-Numbering Setup	Edit auto-numbering configuration for clients, initiatives, projects and resource requests	Administration
Manage Batch Cross-Charging Settings	Maintain cross charge statuses available for selection during the batch cross charging process	Administration
Manage Budget Request Configuration	Configure the settings for tracking changes and risks related to budget requests	Administration

Security feature name	Description	Category name
Manage Budget Views and Filters	Ability to modify shared views and filters	Financial Management
Manage Candidate Statuses	Set up candidate statuses and set options for overriding overall ratings	Administration
Manage Client History Tracking	Enable or disable client history tracking	Administration
Manage Client Portal User Options	Set up Client Portal user access options and workflows	Administration
Manage Client Portal Users	Review and edit Client Portal user settings, passwords and expiry dates	Administration
Manage Configurable Field Settings	Manage the configurable fields available in the Changepoint application.	Administration
Manage Configurable Field Values	Create and maintain the values available in drop-down list fields, including configurable fields and some system-defined fields	Administration
Manage Cost Centers	Maintain cost centers used in the revenue recognition process	Administration
Manage Cost Structures	Create and maintain cost structures	Administration
Manage Countries	Enable or disable countries	Administration
Manage Currencies	Enable or disable currencies	Administration
Manage Custom Sections	Maintain sections and section items, and submenu headers and items on the Actions menu	Administration

Security feature name	Description	Category name
Manage Data Provider Access	Set up and review data provider access to reports, by role or by resource	Administration
Manage Disclaimer and Attachment Settings	Set up options for legal disclaimers and attachment workflow for knowledge items	Administration
Manage Email Integration Settings	Set the URLs for Client Portal notifications and for the Changepoint Web site	Administration
Manage Email Templates	Enable and set up email templates	Administration
Manage Exchange Rates	Maintain exchange rates between currencies for selected date ranges	Administration
Manage Expenses	Set up expense categories and types, and their associated options	Administration
Manage Export Batch Numbering	Set up batch numbering options for each export definition specified, which will be used when the Batch Export functionality is selected	Administration
Manage Export Data Types	Set up formats of numeric fields and date fields for exports, such as currency or numeric with a comma separator	Administration
Manage Export Definitions	Set up parameters for exports, such as file name, grouping and fields to be included in exports	Administration
Manage Export Views	Enable export views (all views created in SQL starting with the string "Export" will be available)	Administration

Security feature name	Description	Category name
Manage Functions	Maintain functions and their associated qualifications	Administration
Manage Funding Source Association	Associate funding sources with entities	Financial Management
Manage Funding Sources	Create and edit funding categories and funding sources	Financial Management
Manage GL Account Codes	Maintain GL account codes used for expense reports and cross charge distribution	Administration
Manage Global Workgroups	Create and maintain global workgroups	Administration
Manage Knowledge Categories	Set up knowledge management categories and subcategories	Administration
Manage Knowledge Subscriptions	Define security for access to knowledge categories	Administration
Manage Language Strings	Create and edit text strings displayed in the Changepoint application user interface	Administration
Manage Leads	Manage the leads for which they are the client manager	Prospect and Lead Management
Manage Licenses	View current license information and import new licenses	Administration
Manage Metadata	Enable additional field editing, such as duplicate checking or disabling a field from entry	Administration
Manage Non-Project Time	Set up non-project time tasks, such as vacation and holiday time	Administration

Security feature name	Description	Category name
Manage Operations Center Setup	Create operations centers and set up options and request numbering	Administration
Manage Operations Centers	Manage all request queues and all user requests	Operations Center Management
Manage Personal Qualifications	Manage their own qualifications in their Personal Preferences	Qualification Management
Manage Planning Unit Setup	Specify the unit to use for planning purposes (hours, days or FTEs)	Administration
Manage Portals	Create and maintain the portals that are available to resources	Administration
Manage Portfolio Categories	Manage portfolio categories	Project/Client Portfolios
Manage Project Worksheet Views	Mark project worksheet views as shared, and edit shared views	Desktop Features
Manage Prospects	Manage prospects for which they are the executive contact	Prospect and Lead Management
Manage Qualifications	Maintain qualifications and competencies	Administration
Manage Remit-to Addresses	Create and maintain the remit-to addresses that appear on cross charges	Administration
Manage Report Access	Grant access to reports, by role or by resource	Administration
Manage Report Scheduling	Manage report schedules	Report Features

Security feature name	Description	Category name
Manage Reports	Set up reports (names, descriptions and paths) and edit reports regardless of who created them	Administration
Manage Request Categories	Set up request categories and subcategories, which will be available for selection on requests for each request type	Administration
Manage Request Queues	Set up routing criteria and teams of individuals assigned to address various groupings of requests	Administration
Manage Request Templates	Manage shared request templates and request template assignments	Operations Center Management
Manage Resource Management Worksheet Filters and Views	Mark resource management worksheet filters and views as shared, and edit shared filters and views	Candidate Screening
Manage Revenue Adjustment Reason Codes	Create and maintain revenue adjustment reason codes	Administration
Manage Revenue Recognition Batch Numbering	Maintain revenue recognition batch numbering	Administration
Manage Revenue Recognition Settings	Maintain revenue recognition system settings	Administration
Manage Revenue Type GL Account Codes	Maintain default GL account codes used for each revenue recognition type	Administration

Security feature name	Description	Category name
Manage Scenario Comparisons Views and Templates	Mark scenario comparisons views and templates as shared, and edit shared views and templates	Candidate Screening
Manage Security Roles and Features	Set up and maintain roles, which are collections of security features	Administration
Manage Session Security	Enable or disable SSL support and enhanced session management	Administration
Manage Sign in Validation Rules	Enable and manage sign-in validation rules	Administration
Manage States/Provinces	Maintain the list of available states and provinces and enable the ZIP or postal code validation for each country	Administration
Manage Tasks	Create, edit, and delete tasks	Desktop Features
Manage Team Folders	Change team folder leaders and close team folders that are no longer required	Administration
Manage Terminology	Change common terms used throughout the Changepoint application, such as changing "Resource" to display "Employee"	Administration
Manage Time Control Settings	Select the status at which time will be considered actual time for a new Changepoint installation	Administration
Manage Unassigned Leads	Manage unassigned leads regardless of who created them	Prospect and Lead Management
Manage Unprocessed Prospects	Manage unprocessed prospects regardless of who created them	Prospect and Lead Management

Security feature name	Description	Category name
Manage User Setup Restrictions	Maintain user setup access for specific global workgroups or workgroups	Administration
Manage Workgroup Candidates	Manage candidates for which the client manager is in a workgroup that they can access	Candidate Management
Manage Workgroup Leads	Manage leads owned by resources in their own workgroup and workgroups that they can access	Prospect and Lead Management
Manage Workgroup Prospects	Manage prospects owned by resources in their own workgroup and workgroups that they can access	Prospect and Lead Management
Manage Workgroups	Create and maintain workgroups	Administration
Mark Calendar Entries as Nonworking Days	Manage nonworking day calendar entries	Availability Planning
Microsoft Project Integration	Integrate projects with Microsoft Project	Desktop Features
Modify Calendar Synchronization	Edit synchronization settings of the personal calendar	Calendar Synchronization
My Activities	Access the My Activities portlet	Portals
My Favorite Reports	Access the My Favorite Reports portlet	Portals
My Links	Access the My Links portlet	Portals
My Performance Chart	Access the My Performance Chart portlet	Portals

Security feature name	Description	Category name
My Reminders	Access the My Reminders portlet	Portals
My Utilization	Access the My Utilization portlet	Portals
Override Checkout	Override the checkout of knowledge items currently checked out by other resources	Knowledge Management
Override Cost Rates	Edit resource-based cost rates in initiatives, candidates and budgets when the cost structure is set to use resource-based cost rates	Resource Information
Override Report Security Settings	Override report security settings	Administration
People Performance Management	Access the People Performance Management portlet	Portals
Performance Management Administrator	Administrate performance management	Individual Performance Management
Planned Resources	Include in resource availability planning and resource demand analysis	Availability Planning
Portfolio Performance Management	Access the Portfolio Performance Management portlet	Portals
Process Final Revenue Recognition	Process final revenue recognition	Initiative management
Process Records in Closed Periods	Process records in closed periods	Financial Management
Process Tentative Revenue Recognition	Process tentative revenue recognition	Initiative management

Security feature name	Description	Category name
Record Locking	Lock records	Desktop Features
Record Payments	Record payments	Financial Management
Rejected Cross Charges	Access the Rejected Cross Charges portlet	Portals
Report Designer	Access the Report Designer application and import reports	Report Features
Report Designer Advanced Features	Use advanced features in Report Designer, for example, SELECT statements and CASE logic in the creation of custom fields	Report Features
Report Scheduling	Schedule reports to run in a server-side process either immediately or on a scheduled basis	Report Features
Request Summary	Access the Request Summary (Chart) and the Request Summary portlets	Portals
Requests Assigned to Me	Access the Requests Assigned to Me portlet	Portals
Requests Initiated by Me	Access the Requests Initiated by Me portlet	Portals
Save Project Baselines	Save project, task, and assignment baselines	Desktop Features
Search Resources	Search for resources	Availability Planning
Second-Level Cross Charge Approval	Approve cross charges as secondary approver	Financial Management

Security feature name	Description	Category name
Server Integration	Configure the URLs for the Changepoint and Report Designer applications and the Report Designer prerender service	Administration
Set Closed Period Information	Set cutoff dates to prevent entry of time, expenses, material transactions, cross charges and revenue recognition	Financial Management
Set System-Level Cutoff Dates	Set cutoff dates to prevent entry of time, expenses, material transactions, cross charges and revenue recognition at the system-level	Financial Management
Setup Fiscal Periods	Set up fiscal periods	Financial Management
Source Results	Access the Source Results portlet	Portals
Survey Management Administrator	Manage surveys	Survey Management
Surveys	Access the Surveys portlet	Portals
Terminate Resources	Terminate Resources	User Setup
Time Approval	Approve the submitted time sheets of other resources	Approval Workflow
Track Expenses	Enter expenses or have expenses entered centrally on their behalf	Desktop Features
Track Non-Project Time	Enter time for non-project time items	Desktop Features
Track Project-Related Time	Enter time for tasks	Desktop Features

Security feature name	Description	Category name
Track Request Time	Enter time for requests	Desktop Features
Transfer Records	Transfer records from one resource to another	Administration
Transfer Time and Expenses	Transfer time and expenses to other projects and tasks	Financial Management
Underutilized Resources	Access the Underutilized Resources portlet	Portals
Unfreeze Budgets	Ability to unfreeze a budget, only the most current frozen revision can be unfrozen	Financial Management
Upcoming Sources	Access the Upcoming Sources portlet	Portals
Update Revenue Recognition Settings	Update revenue recognition settings	Initiative management
View Applications	View applications	Application Management
View Budgets	View budgets	Financial Management
View Calendar Entries of Others	View the calendar entries of other resources	Resource Information
View Calendars from Resource Search	View calendars from Resource Search	Resource Information
View Candidates	View candidates regardless of who created them	Candidate Management
View Client Radar	View client radar reports	Project/Client Portfolios

Security feature name	Description	Category name
View Clients	View clients	Desktop Features
View Confidential Section	View confidential information of resources, such as cross charge rates and cost rates	User Setup
View Costs	View resource-based cost rates in initiative, candidate, budget and project (task assignment section) dialogs when the cost structure is set to use resource-based cost rates	Resource Information
View Credit Notes	View credit notes	Financial Management
View Cross Charge and Cost Rates in Task Assignment section	View cross charge rates and cost rates when creating or editing task assignments	Resource Information
View Cross Charges	View cross charges	Financial Management
View Expenses	View expenses	Desktop Features
View Function Assignments of Others	View function assignments of other resources	Resource Information
View Initiatives	View initiatives	Initiative management
View Knowledge Items	View knowledge items	Knowledge Management
View Materials	View materials	Financial Management

Security feature name	Description	Category name
View Metric Results of Any Resource	View metric results of any resource	Individual Performance Management
View Metrics	View metrics regardless of who created them	Individual Performance Management
View My Workgroup Metric Results (Drill-Down)	View their own metric results and the metric results of their workgroup on the Portal	Individual Performance Management
View Objectives	View objectives regardless of who created them	Objective Management
View Organizational Information Section	View organizational information, such as time and expense approvers and workgroup membership	User Setup
View Personal Calendar Entries	View the personal calendar entries	Availability Planning
View Personal Metrics Results	View personal metrics results	Individual Performance Management
View Portfolios	View portfolios	Project/Client Portfolios
View Project History of Others	View the project history of other resources	Resource Information
View Projects	View projects	Desktop Features
View Qualifications and Functions Section	View qualifications and functions	User Setup
View Qualifications of Others	View qualifications of other resources	Resource Information

Security feature name	Description	Category name
View Reports	View reports	Desktop Features
View Requests	View requests	Operations Center Management
View Resource Demand Scenarios	View resource demand scenarios	Candidate Screening
View Resource History of Others	View the history of other resources	Resource Information
View Resource Information Section	View resource information	User Setup
View Resources	View resources	Resource Information
View Revenue Recognition Reports	View revenue recognition reports	Initiative management
View Security Access Section	View security access information, such as assigned features and roles, workgroup access, and cost structure access	User Setup
View Sources	View sources regardless of who created them	Source Management
View Support Items	View support items	Knowledge Management
View Survey Rating Information	View survey rating information	Resource Information
View Surveys	View survey results	Survey Management
View Surveys of Others	View survey responses of other resources	Resource Information

Security feature name	Description	Category name
View Task Assignments of Others	View task assignments of other resources	Resource Information
View Tax Setup	View the tax setup	Financial Management
View Team Folders	View team folders	Desktop Features
View Time Sheets	View their own time sheet	Desktop Features
View Version Control Information	Redundant feature used for upgrade purposes	Administration
View Workgroup-Level Rollup of Metric Results	View workgroup-level rollup of metric results	Individual Performance Management
Workflow Administrator	Create and manage workflow processes	Administration
Workgroup Utilization	Access the Workgroup Utilization portlet	Portals

Features sorted by category

Category name	Security feature name	Description
Administration	Access Export Publishing	Schedule the export of data packages
Administration	Access Transport Tool	Access the Transport Tool
Administration	Changepoint Administrator	Feature required for Archive Approval and to have access to all workgroups for user setup
Administration	Data Provider Administration	Create and edit data providers that are not system-defined

Category name	Security feature name	Description
Administration	Lock Changepoint	Lock Changepoint and prevent users from signing in
Administration	Manage Alternate Name Settings	Enable or disable the alternate name functionality
Administration	Manage Archiving	Use the archiving functionality
Administration	Manage Asset Option Lookups	Set up lookup lists for any asset options defined as using a lookup
Administration	Manage Asset Types	Set up asset types and options, which can be assigned to assets tracked in Changepoint
Administration	Manage Auto-Numbering Setup	Edit auto-numbering configuration for clients, initiatives, projects and resource requests
Administration	Manage Batch Cross-Charging Settings	Maintain cross charge statuses available for selection during the batch cross charging process
Administration	Manage Budget Request Configuration	Configure the settings for tracking changes and risks related to budget requests
Administration	Manage Candidate Statuses	Set up candidate statuses and set options for overriding overall ratings
Administration	Manage Client History Tracking	Enable or disable client history tracking
Administration	Manage Client Portal User Options	Set up Client Portal user access options and workflows

Category name	Security feature name	Description
Administration	Manage Client Portal Users	Review and edit Client Portal user settings, passwords and expiry dates
Administration	Manage Configurable Field Settings	Manage the configurable fields available in the Changepoint application.
Administration	Manage Configurable Field Values	Create and maintain the values available in drop-down list fields, including configurable fields and some system-defined fields
Administration	Manage Cost Centers	Maintain cost centers used in the revenue recognition process
Administration	Manage Cost Structures	Create and maintain cost structures
Administration	Manage Countries	Enable or disable countries
Administration	Manage Currencies	Enable or disable currencies
Administration	Manage Custom Sections	Maintain sections and section items, and submenu headers and items on the Actions menu
Administration	Manage Data Provider Access	Set up and review data provider access to reports, by role or by resource
Administration	Manage Disclaimer and Attachment Settings	Set up options for legal disclaimers and attachment workflow for knowledge items
Administration	Manage Email Integration Settings	Set the URLs for Client Portal notifications and for the Changepoint Web site

Category name	Security feature name	Description
Administration	Manage Email Templates	Enable and set up email templates
Administration	Manage Exchange Rates	Maintain exchange rates between currencies for selected date ranges
Administration	Manage Expenses	Set up expense categories and types, and their associated options
Administration	Manage Export Batch Numbering	Set up batch numbering options for each export definition specified, which will be used when the Batch Export functionality is selected
Administration	Manage Export Data Types	Set up formats of numeric fields and date fields for exports, such as currency or numeric with a comma separator
Administration	Manage Export Definitions	Set up parameters for exports, such as file name, grouping and fields to be included in exports
Administration	Manage Export Views	Enable export views (all views created in SQL starting with the string "Export" will be available)
Administration	Manage Functions	Maintain functions and their associated qualifications
Administration	Manage GL Account Codes	Maintain GL account codes used for expense reports and cross charge distribution
Administration	Manage Global Workgroups	Create and maintain global workgroups
Administration	Manage Knowledge Categories	Set up knowledge management categories and subcategories

Category name	Security feature name	Description
Administration	Manage Knowledge Subscriptions	Define security for access to knowledge categories
Administration	Manage Language Strings	Create and edit text strings displayed in the Changepoint application user interface
Administration	Manage Licenses	View current license information and import new licenses
Administration	Manage Metadata	Enable additional field editing, such as duplicate checking or disabling a field from entry
Administration	Manage Non-Project Time	Set up non-project time tasks, such as vacation and holiday time
Administration	Manage Operations Center Setup	Create operations centers and set up options and request numbering
Administration	Manage Planning Unit Setup	Specify the unit to use for planning purposes (hours, days or FTEs)
Administration	Manage Portals	Create and maintain the portals that are available to resources
Administration	Manage Qualifications	Maintain qualifications and competencies
Administration	Manage Remit-to Addresses	Create and maintain the remit-to addresses that appear on cross charges
Administration	Manage Report Access	Grant access to reports, by role or by resource

Category name	Security feature name	Description
Administration	Manage Reports	Set up reports (names, descriptions and paths) and edit reports regardless of who created them
Administration	Manage Request Categories	Set up request categories and subcategories, which will be available for selection on requests for each request type
Administration	Manage Request Queues	Set up routing criteria and teams of individuals assigned to address various groupings of requests
Administration	Manage Revenue Adjustment Reason Codes	Create and maintain revenue adjustment reason codes
Administration	Manage Revenue Recognition Batch Numbering	Maintain revenue recognition batch numbering
Administration	Manage Revenue Recognition Settings	Maintain revenue recognition system settings
Administration	Manage Revenue Type GL Account Codes	Maintain default GL account codes used for each revenue recognition type
Administration	Manage Security Roles and Features	Set up and maintain roles, which are collections of security features
Administration	Manage Session Security	Enable or disable SSL support and enhanced session management
Administration	Manage Sign in Validation Rules	Enable and manage sign-in validation rules

Category name	Security feature name	Description
Administration	Manage States/Provinces	Maintain the list of available states and provinces and enable the ZIP or postal code validation for each country
Administration	Manage Team Folders	Change team folder leaders and close team folders that are no longer required
Administration	Manage Terminology	Change common terms used throughout the Changepoint application, such as changing "Resource" to display "Employee"
Administration	Manage Time Control Settings	Select the status at which time will be considered actual time for a new Changepoint installation
Administration	Manage User Setup Restrictions	Maintain user setup access for specific global workgroups or workgroups
Administration	Manage Workgroups	Create and maintain workgroups
Administration	Override Report Security Settings	Override report security settings
Administration	Server Integration	Configure the URLs for the Changepoint and Report Designer applications and the Report Designer prerender service
Administration	Transfer Records	Transfer records from one resource to another
Administration	View Version Control Information	Redundant feature used for upgrade purposes

Category name	Security feature name	Description
Administration	Workflow Administrator	Create and manage workflow processes
Application Management	Create Applications	Create applications and application categories
Application Management	Delete Applications	Delete applications and application categories regardless of who created them
Application Management	Edit Applications	Edit applications regardless of who created them
Application Management	View Applications	View applications
Approval Workflow	Expense Approval	Approve the expenses of other resources
Approval Workflow	Time Approval	Approve the submitted time sheets of other resources
Availability Planning	Delete Calendar Entries of Others	Delete calendar entries of other resources
Availability Planning	Delete Personal Calendar Entries	Delete personal calendar entries
Availability Planning	Edit Calendar Entries of Others	Edit calendar entries of other resources
Availability Planning	Edit Personal Calendar Entries	Edit personal calendar entries
Availability Planning	Mark Calendar Entries as Nonworking Days	Manage nonworking day calendar entries
Availability Planning	Planned Resources	Include in resource availability planning and resource demand analysis

Category name	Security feature name	Description
Availability Planning	Search Resources	Search for resources
Availability Planning	View Personal Calendar Entries	View the personal calendar entries
Calendar Synchronization	Enable Calendar Synchronization	Synchronize with Exchange or Outlook calendar
Calendar Synchronization	Modify Calendar Synchronization	Edit synchronization settings of the personal calendar
Candidate Management	Create Candidates	Create candidates and edit the candidates they create
Candidate Management	Delete Candidates	Delete candidates regardless of who created them
Candidate Management	Edit Candidates	Edit candidates regardless of who created them
Candidate Management	Manage Activities	Manage personal activities
Candidate Management	Manage All Candidates	Manage all candidates regardless of who created them
Candidate Management	Manage Workgroup Candidates	Manage candidates for which the client manager is in a workgroup that they can access
Candidate Management	View Candidates	View candidates regardless of who created them
Candidate Screening	Access Candidate Screening	Access candidate screening
Candidate Screening	Access Request Screening	Access request screening
Candidate Screening	Access Scenario Comparisons	Access scenario comparisons
Candidate Screening	Approve Resource Demand Scenarios	Approve or reject resource demand scenarios

Category name	Security feature name	Description
Candidate Screening	Create Resource Demand Scenarios	Create resource demand scenarios
Candidate Screening	Delete Resource Demand Scenarios	Delete resource demand scenarios
Candidate Screening	Edit Resource Demand Scenarios	Edit resource demand scenarios
Candidate Screening	Launch Resource Management Worksheet	Launch the resource management worksheet
Candidate Screening	Manage Resource Management Worksheet Filters and Views	Mark resource management worksheet filters and views as shared, and edit shared filters and views
Candidate Screening	Manage Scenario Comparisons Views and Templates	Mark scenario comparisons views and templates as shared, and edit shared views and templates
Candidate Screening	View Resource Demand Scenarios	View resource demand scenarios
Client Management	Create Clients	Create clients and edit the clients they create
Client Management	Delete Clients	Delete clients regardless of who created them
Client Management	Edit Clients	Edit clients regardless of who created them
Contact Management	Create Contacts	Create contacts and edit the contacts they create
Contact Management	Delete Contacts	Delete contacts regardless of who created them

Category name	Security feature name	Description
Contact Management	Edit Contacts	Edit contacts regardless of who created them
Desktop Features	Access Client Portal Information	Grant contacts access to Client Portal
Desktop Features	Access Mobile Application	Access the mobile application
Desktop Features	Central Expense Administrator	Enter expenses, create and submit expense reports for other resources
Desktop Features	Central Time Administrator	Enter and submit time for other resources
Desktop Features	Copy Time	Copy time entries on the time sheet
Desktop Features	Create Open Tasks	Create open tasks
Desktop Features	Create Projects	Create projects
Desktop Features	Create States/Provinces	Add states and provinces
Desktop Features	Create Subprojects	Create subprojects
Desktop Features	Create Team Folders	Create a team folder and add team members
Desktop Features	Create Time Adjustments	Create adjustment for approved time records
Desktop Features	Delete Projects	Delete projects
Desktop Features	Delete Team Folders	Delete team folders and team items regardless of who created them
Desktop Features	Edit Project Information in Fiscal Periods	View and select fiscal or daily periods and update planned hours for fiscal or daily periods on the project worksheet

Category name	Security feature name	Description
Desktop Features	Edit Projects	Edit projects
Desktop Features	Manage Project Worksheet Views	Mark project worksheet views as shared, and edit shared views
Desktop Features	Manage Tasks	Create, edit, and delete tasks
Desktop Features	Microsoft Project Integration	Integrate projects with Microsoft Project
Desktop Features	Record Locking	Lock records
Desktop Features	Save Project Baselines	Save project, task, and assignment baselines
Desktop Features	Track Expenses	Enter expenses or have expenses entered centrally on their behalf
Desktop Features	Track Non-Project Time	Enter time for non-project time items
Desktop Features	Track Project-Related Time	Enter time for tasks
Desktop Features	Track Request Time	Enter time for requests
Desktop Features	View Clients	View clients
Desktop Features	View Expenses	View expenses
Desktop Features	View Projects	View projects
Desktop Features	View Reports	View reports
Desktop Features	View Team Folders	View team folders
Desktop Features	View Time Sheets	View their own time sheet
Financial Management	Approve Cross Charges	Approve cross charges

Category name	Security feature name	Description
Financial Management	Create Budgets	Create budgets for projects and initiatives
Financial Management	Create Credit Notes	Create credit notes from cross charges
Financial Management	Create Cross Charges	Create cross charges
Financial Management	Create Materials	Create materials
Financial Management	Delete Budgets	Delete budgets regardless of who created them
Financial Management	Delete Credit Notes	Delete credit notes regardless of who created them
Financial Management	Delete Cross Charges	Delete cross charges regardless of who created them
Financial Management	Delete Materials	Delete materials regardless of who created them
Financial Management	Delete Tax Setup	Delete tax setups
Financial Management	Desubmit Time	Desubmit time
Financial Management	Edit Budget Information in Fiscal Periods	Edit information in fiscal periods for budgets
Financial Management	Edit Budgets	Edit budgets regardless of who created them
Financial Management	Edit Candidate Information in Fiscal Periods	Edit information in fiscal periods for candidates
Financial Management	Edit Credit Notes	Edit credit notes regardless of who created them

Category name	Security feature name	Description
Financial Management	Edit Cross Charges	Edit cross charges regardless of who created them
Financial Management	Edit Exchange Rates	Edit exchange rates
Financial Management	Edit Information in Past Fiscal Periods	Edit information in past fiscal periods for candidates and budgets, and in the resource management worksheet and project worksheet.
Financial Management	Edit Materials	Edit materials regardless of who created them
Financial Management	Edit Tax Setup	Create and edit the tax setup.
Financial Management	Enter Advances	Enter monetary advances for other resources
Financial Management	Manage Budget Views and Filters	Ability to modify shared views and filters
Financial Management	Manage Funding Source Association	Associate funding sources with entities
Financial Management	Manage Funding Sources	Create and edit funding categories and funding sources
Financial Management	Process Records in Closed Periods	Process records in closed periods
Financial Management	Record Payments	Record payments
Financial Management	Second-Level Cross Charge Approval	Approve cross charges as secondary approver
Financial Management	Set Closed Period Information	Set cutoff dates to prevent entry of time, expenses, material transactions, cross charges and revenue recognition

Category name	Security feature name	Description
Financial Management	Set System-Level Cutoff Dates	Set cutoff dates to prevent entry of time, expenses, material transactions, cross charges and revenue recognition at the system-level
Financial Management	Setup Fiscal Periods	Set up fiscal periods
Financial Management	Transfer Time and Expenses	Transfer time and expenses to other projects and tasks
Financial Management	Unfreeze Budgets	Ability to unfreeze a budget, only the most current frozen revision can be unfrozen
Financial Management	View Budgets	View budgets
Financial Management	View Credit Notes	View credit notes
Financial Management	View Cross Charges	View cross charges
Financial Management	View Materials	View materials
Financial Management	View Tax Setup	View the tax setup
Import/Export Management	Export Data	Export data
Import/Export Management	Import Data	Import data
Individual Performance Management	Create Metrics	Create metrics and view their own metrics
Individual Performance Management	Delete Metrics	Delete metrics regardless of who created them
Individual Performance Management	Edit Metrics	Edit metrics regardless of who created them

Category name	Security feature name	Description
Individual Performance Management	Performance Management Administrator	Administrate performance management
Individual Performance Management	View Metric Results of Any Resource	View metric results of any resource
Individual Performance Management	View Metrics	View metrics regardless of who created them
Individual Performance Management	View My Workgroup Metric Results (Drill-Down)	View their own metric results and the metric results of their workgroup on the Portal
Individual Performance Management	View Personal Metrics Results	View personal metrics results
Individual Performance Management	View Workgroup-Level Rollup of Metric Results	View workgroup-level rollup of metric results
Initiative management	Access Projected Resources	Access projected resources
Initiative management	Adjust Revenue Recognition	Adjust revenue recognition
Initiative management	Create Initiatives	Create initiatives
Initiative management	Delete Initiatives	Delete initiatives regardless of who created them
Initiative management	Edit Initiatives	Edit initiatives regardless of who created them
Initiative management	Process Final Revenue Recognition	Process final revenue recognition
Initiative management	Process Tentative Revenue Recognition	Process tentative revenue recognition

Category name	Security feature name	Description
Initiative management	Update Revenue Recognition Settings	Update revenue recognition settings
Initiative management	View Initiatives	View initiatives
Initiative management	View Revenue Recognition Reports	View revenue recognition reports
Intelligent Forms	Access Document Administration	Access Infiniti Manage from Changepoint
Intelligent Forms	Access Document Generation	Access the forms that generate documents
Intelligent Forms	Access Forms Administration	Access Infiniti Manage from Changepoint
Intelligent Forms	Access Forms Generation	Access the forms that create and edit entities
Knowledge Management	Create Knowledge Items	Create knowledge items
Knowledge Management	Create Support Items	Create support items and view and edit their own support items
Knowledge Management	Delete Knowledge Items	Delete knowledge items regardless of who created them
Knowledge Management	Delete Support Items	Delete support items
Knowledge Management	Edit Knowledge Items	Edit knowledge items regardless of who created them
Knowledge Management	Edit Support Items	Edit support items
Knowledge Management	Override Checkout	Override the checkout of knowledge items currently checked out by other resources

Category name	Security feature name	Description
Knowledge Management	View Knowledge Items	View knowledge items
Knowledge Management	View Support Items	View support items
Objective Management	Create Objectives	Create objectives and edit the objectives they create
Objective Management	Delete Objectives	Delete objectives regardless of who created them
Objective Management	Edit Objectives	Edit objectives regardless of who created them
Objective Management	View Objectives	View objectives regardless of who created them
Operations Center Management	Create Assets	Create assets and edit the assets they create
Operations Center Management	Create Requests	Create requests and edit the requests they create
Operations Center Management	Delete Assets	Delete assets regardless of who created them
Operations Center Management	Delete Requests	Delete requests regardless of who created them
Operations Center Management	Edit Assets	Edit assets regardless of who created them
Operations Center Management	Edit Requests	Edit requests regardless of who created them
Operations Center Management	Manage Operations Centers	Manage all request queues and all user requests

Category name	Security feature name	Description
Operations Center Management	Manage Request Templates	Manage shared request templates and request template assignments
Operations Center Management	View Requests	View requests
Portals	Active Candidates	Access the Active Candidates portlet
Portals	Approved Cross Charges	Access the Approved Cross Charges portlet
Portals	Candidate Decision Summary	Access the Candidate Decision Summary portlet
Portals	Candidate Decisions	Access the Candidate Decisions portlet
Portals	Candidate Rollups	Access the Candidate Rollups portlet
Portals	Candidates Approved	Access the Candidates Approved portlet
Portals	Candidates Rejected	Access the Candidates Rejected portlet
Portals	Cross Charges Pending Approval	Access the Cross Charges Pending Approval portlet
Portals	Draft Cross Charges	Access the Draft Cross Charges portlet
Portals	Financial Reminders	Access the Financial Reminders portlet
Portals	Find Person	Access the Find Person portlet

Category name	Security feature name	Description
Portals	Initiative Warnings	Access the Initiative Warnings portlet
Portals	Knowledge Management	Access the Knowledge Management portlet
Portals	My Activities	Access the My Activities portlet
Portals	My Favorite Reports	Access the My Favorite Reports portlet
Portals	My Links	Access the My Links portlet
Portals	My Performance Chart	Access the My Performance Chart portlet
Portals	My Reminders	Access the My Reminders portlet
Portals	My Utilization	Access the My Utilization portlet
Portals	People Performance Management	Access the People Performance Management portlet
Portals	Portfolio Performance Management	Access the Portfolio Performance Management portlet
Portals	Rejected Cross Charges	Access the Rejected Cross Charges portlet
Portals	Request Summary	Access the Request Summary (Chart) and the Request Summary portlets
Portals	Requests Assigned to Me	Access the Requests Assigned to Me portlet
Portals	Requests Initiated by Me	Access the Requests Initiated by Me portlet

Category name	Security feature name	Description
Portals	Source Results	Access the Source Results portlet
Portals	Surveys	Access the Surveys portlet
Portals	Underutilized Resources	Access the Underutilized Resources portlet
Portals	Upcoming Sources	Access the Upcoming Sources portlet
Portals	Workgroup Utilization	Access the Workgroup Utilization portlet
Project/Client Portfolios	Create Portfolios	Create project portfolios
Project/Client Portfolios	Delete Portfolios	Delete project portfolios
Project/Client Portfolios	Edit Portfolios	Edit project portfolios
Project/Client Portfolios	Manage Portfolio Categories	Manage portfolio categories
Project/Client Portfolios	View Client Radar	View client radar reports
Project/Client Portfolios	View Portfolios	View portfolios
Prospect and Lead Management	Manage All Leads	Manage all leads regardless of who created them
Prospect and Lead Management	Manage All Prospects	Manage all prospects regardless of who created them
Prospect and Lead Management	Manage Leads	Manage the leads for which they are the client manager
Prospect and Lead Management	Manage Prospects	Manage prospects for which they are the executive contact
Prospect and Lead Management	Manage Unassigned Leads	Manage unassigned leads regardless of who created them

Category name	Security feature name	Description
Prospect and Lead Management	Manage Unprocessed Prospects	Manage unprocessed prospects regardless of who created them
Prospect and Lead Management	Manage Workgroup Leads	Manage leads owned by resources in their own workgroup and workgroups that they can access
Prospect and Lead Management	Manage Workgroup Prospects	Manage prospects owned by resources in their own workgroup and workgroups that they can access
Qualification Management	Manage Personal Qualifications	Manage their own qualifications in their Personal Preferences
Report Features	Cognos Administrator	Administer IBM Cognos software configuration, server settings, and all security aspects
Report Features	Cognos Business Author	Create or edit a report using Analysis Studio, Query Studio or Cognos Workspace Advanced
Report Features	Cognos Professional Author	Create or edit a report using Report Studio, Analysis Studio, Query Studio or Cognos Workspace Advanced, and manage report scheduling
Report Features	Create Charts	Create charts from a report or table for which charting is available
Report Features	Manage Report Scheduling	Manage report schedules
Report Features	Report Designer	Access the Report Designer application and import reports

Category name	Security feature name	Description
Report Features	Report Designer Advanced Features	Use advanced features in Report Designer, for example, SELECT statements and CASE logic in the creation of custom fields
Report Features	Report Scheduling	Schedule reports to run in a server-side process either immediately or on a scheduled basis
Resource Information	Override Cost Rates	Edit resource-based cost rates in initiatives, candidates and budgets when the cost structure is set to use resource-based cost rates
Resource Information	View Calendar Entries of Others	View the calendar entries of other resources
Resource Information	View Calendars from Resource Search	View calendars from Resource Search
Resource Information	View Costs	View resource-based cost rates in initiative, candidate, budget and project (task assignment section) dialogs when the cost structure is set to use resource-based cost rates
Resource Information	View Cross Charge and Cost Rates in Task Assignment section	View cross charge rates and cost rates when creating or editing task assignments
Resource Information	View Function Assignments of Others	View function assignments of other resources
Resource Information	View Project History of Others	View the project history of other resources

Category name	Security feature name	Description
Resource Information	View Qualifications of Others	View qualifications of other resources
Resource Information	View Resource History of Others	View the history of other resources
Resource Information	View Resources	View resources
Resource Information	View Survey Rating Information	View survey rating information
Resource Information	View Surveys of Others	View survey responses of other resources
Resource Information	View Task Assignments of Others	View task assignments of other resources
Source Management	Create Sources	Create sources and source categories
Source Management	Delete Sources	Delete sources regardless of who created them
Source Management	Edit Sources	Edit sources regardless of who created them
Source Management	View Sources	View sources regardless of who created them
Survey Management	Create Survey Templates	Create survey templates and edit the templates they create
Survey Management	Create Surveys	Create surveys and edit the surveys they create
Survey Management	Survey Management Administrator	Manage surveys
Survey Management	View Surveys	View survey results
User Setup	Create Resources	Create resources

Category name	Security feature name	Description
User Setup	Delete Resources	Delete resources
User Setup	Edit Confidential Section	Edit the confidential information of resources that they administrate
User Setup	Edit Organizational Information Section	Edit workgroup information, time and expense approvers and configurable field information
User Setup	Edit Qualifications and Functions Section	Edit qualifications and functions
User Setup	Edit Resource Information Section	Edit the resource information of resources that they administrate
User Setup	Edit Security Access Section	Assign and edit roles and features
User Setup	Terminate Resources	Terminate Resources
User Setup	View Confidential Section	View confidential information of resources, such as cross charge rates and cost rates
User Setup	View Organizational Information Section	View organizational information, such as time and expense approvers and workgroup membership
User Setup	View Qualifications and Functions Section	View qualifications and functions
User Setup	View Resource Information Section	View resource information
User Setup	View Security Access Section	View security access information, such as assigned features and roles, workgroup access, and cost structure access

Index

A

activities
features and access rights 18

applications
features and access rights 55

archiving data
features and access rights 23

assets
features and access rights 60

B

budgets
features and access rights 51

C

candidate scenarios
features and access rights 29

candidates
features and access rights 26

Changepoint access security
about 7

Changepoint Administration
features and access rights 9

Changepoint security features
sorted by category 116
sorted by name 91

clients
features and access rights 33

contacts
features and access rights 34

contractor invoices
features and access rights 63

credit notes
features and access rights 61

cross charges
features and access rights 61

E

exchange rates
features and access rights 13

expense management
features and access rights 74

F

features
sorted by category 116
sorted by name 91

features and access rights
archiving data 23
budgets 51
candidate scenarios 29
candidates 26
configuring exchange rates 13
configuring taxation 13
expense management 74
for Changepoint Administration 9
for Report Designer 87
for workflow management 10
maintaining resource information 65
maintaining the personal calendar 18
managing activities 18
managing applications 55
managing assets 60
managing clients 33
managing contacts 34
managing contractor invoices 63

managing credit notes 61
managing cross charges 61
managing funding sources 16
managing individual and team performance 77
managing individual performance settings 77
managing initiatives 37
managing knowledge items 18
managing portals and portlets 17
managing project portfolio performance 78
managing projects 41
managing reports 22
managing request templates 57
managing requests 57
managing resource requests 69
managing resources 67
managing support items 59
managing surveys 81
managing tasks 46
managing team folders 20
managing work codes and locations 13
materials 55
objectives 25
planning requests 26
processing records in past periods 13
processing revenue recognition 63
resource demand scenarios 70
resource management worksheet 71
scenario comparisons worksheet 31
scheduling reports 22
sources 26
strategies 25
task status update 49
time management 73
using PPW 46
using the project worksheet 45

funding sources
features and access rights 16

I

individual and team performance
features and access rights 77

initiatives
features and access rights 37

IPM settings
features and access rights 77

K

knowledge items
features and access rights 18

M

materials
features and access rights 55

O

objectives
features and access rights 25

P

personal calendar
features and access rights 18

planning requests
features and access rights 26

portals and portlets
features and access rights 17

PPW
features and access rights 46

processing records in past periods
features and access rights 13

project portfolio performance
features and access rights 78

project worksheet
features and access rights 45

projects
features and access rights 41

R

report data
access requirements 86

Report Designer
required features and access rights 87

reporting
features and access rights 22

request templates
features and access rights 57

requests
features and access rights 57

resource demand scenarios
features and access rights 70

resource information
features and access rights 65

resource management worksheet
features and access rights 71

resource requests
features and access rights 69

resources
features and access rights 67

revenue recognition
features and access rights 63

S

scenario comparisons worksheet
features and access rights 31

security
about Changepoint access security 7

security features
assigning, about 7
sorted by category 116
sorted by name 91

sources
features and access rights 26

strategies
features and access rights 25

support items
features and access rights 59

surveys
features and access rights 81

system administrators
features and access rights 9

T

task status update
features and access rights 49

tasks
features and access rights 46

taxation
features and access rights 13

team folders
features and access rights 20

time management
features and access rights 73

W

work codes and locations
features and access rights 13

workflow management
features and access rights 10