

Permissions – Portal/Dynamics

Objective

This document provides important information on the different **user roles** and **permissions** available when using the Results Reporting Online (RROL) Web Portal and MS Dynamics Interfaces.

The table below defines what each user can/cannot accomplish under the different roles when accessing Project Details and Annual Results and managing RROL Users and Project Organization information.

Audience

The intended audience for this document includes users from Service Canada, Community Entities, CISSS/CIUSS and Project Organizations under the Shared Delivery Model in Quebec.

User Roles

There are three different user roles in the Results Reporting Online tool:

- Administrator
- Data Entry
- Read Only

Terms used

Organization types - Reference NHQ, Service Canada, Community Entities, CISSS/CIUSSS and Project Organizations under the shared Delivery model (mostly in Quebec).

Project Organizations - Reference sub-organizations that receive funding from Community Entities and CISSS/CIUSSS Organizations.

External User - References users and Organizations that are not part of the Government of Canada (Community Entities, CISSS/CIUSSS, and Project Organizations).

Internal User - References Users and Organizations that are explicitly part of Government of Canada (Service Canada and NHQ).

*When reviewing the table, please refer to the **organization type** and **user role** that apply to you.

INTERNAL USERS (MS Dynamics 365 Interface)					
Organization Type	Roles	Project Details	Annual Results	Users/Access	Project Organizations
NHQ	Administrator	<ul style="list-style-type: none"> Cannot update the data Can change the status to Approved or Return 	<ul style="list-style-type: none"> Cannot update the data Can change the status to Approved or Return 	<ul style="list-style-type: none"> Can create/update access for Internal and External Users 	<ul style="list-style-type: none"> Can create/update Internal and External Project Organization profiles
NHQ	Read Only	<ul style="list-style-type: none"> Cannot update the data Cannot change the status to Approved or Return 	<ul style="list-style-type: none"> Cannot update the data Cannot change the status to Approved or Return 	<ul style="list-style-type: none"> Cannot create/update access for Internal and External Users 	<ul style="list-style-type: none"> Cannot create/update Internal and External Project Organization profiles
Service Canada	Administrator	<ul style="list-style-type: none"> Cannot update the data Can change the status to Submit for Approval or Return 	<ul style="list-style-type: none"> Cannot update the data Cannot change the status to Submit for Approval or Return 	<ul style="list-style-type: none"> Can create/update access for ASSOCIATED¹ External Users 	<ul style="list-style-type: none"> Can create/update ASSOCIATED External Project Organization profiles
Service Canada	Read Only	<ul style="list-style-type: none"> Cannot update the data Cannot change the status to Submit for Approval or Return 	<ul style="list-style-type: none"> Cannot update the data Cannot change the status to Submit for Approval or Return 	<ul style="list-style-type: none"> Cannot create/update access for ASSOCIATED External Users 	<ul style="list-style-type: none"> Cannot create/update ASSOCIATED External Project Organization profiles

Funding Agreements

Funding Agreements are managed at NHQ level. The RROL team enters and assigns all existing and new Funding Agreements to the applicable organization through the RROL solution. Should you identify discrepancies in the Funding Agreement information (file numbers) please contact your RROL support representative.

¹ **Associated** – References records (Projects Details and Annual Results reports) that belong to a specific Organization or a specific Service Canada group that is associated to it.

EXTERNAL USERS (Web Portal Interface)

Organization Type	Roles	Project Details	Annual Results	Users/Access	Project Organizations
Community Entity/CISSS/CIUSSS	Administrator	<ul style="list-style-type: none"> • Can create • Can update • Can submit for review 	<ul style="list-style-type: none"> • Can create • Can update • Can submit for review 	<ul style="list-style-type: none"> • Can create/update access for LOCAL² External Users 	<ul style="list-style-type: none"> • Can create/update LOCAL External Project Organization profiles
Community Entity/CISSS/CIUSSS	Data Entry	<ul style="list-style-type: none"> • Can create • Can update • Cannot submit for review 	<ul style="list-style-type: none"> • Can create • Can update • Cannot submit for review 	<ul style="list-style-type: none"> • Cannot create/update access for LOCAL External Users 	<ul style="list-style-type: none"> • Cannot create/update LOCAL External Project Organization profiles
Community Entity/CISSS/CIUSSS	Read Only	<ul style="list-style-type: none"> • Cannot create • Cannot submit for review 	<ul style="list-style-type: none"> • Cannot create • Cannot submit for review 	<ul style="list-style-type: none"> • Cannot create/update access for LOCAL External Users 	<ul style="list-style-type: none"> • Cannot create/update LOCAL External Project Organization profiles
Shared Delivery	Administrator	<ul style="list-style-type: none"> • Can create • Can update • Can submit for review 	<ul style="list-style-type: none"> • Can create • Can update • Can submit for review 	<ul style="list-style-type: none"> • Can create/update access for LOCAL External Users 	<ul style="list-style-type: none"> • Cannot create/update LOCAL External Project Organization profiles
Shared Delivery	Data Entry	<ul style="list-style-type: none"> • Can create • Can update • Cannot submit for review 	<ul style="list-style-type: none"> • Can create • Can update • Cannot submit for review 	<ul style="list-style-type: none"> • Cannot create/update access for LOCAL External Users 	<ul style="list-style-type: none"> • Cannot create/update LOCAL External Project Organization profiles
Shared Delivery	Read Only	<ul style="list-style-type: none"> • Cannot create • Cannot submit for review 	<ul style="list-style-type: none"> • Cannot create • Cannot submit for review 	<ul style="list-style-type: none"> • Cannot create/update access for LOCAL External Users 	<ul style="list-style-type: none"> • Cannot create/update LOCAL External Project Organization profiles

For additional information on specific permissions, please contact the RROL Support Mailbox at NA-RROL-RREL-GD@hrsdc-rhdcc.gc.ca

² **Local** – References records that belong to a specific Organization or NHQ or Service Canada group.