



This document is intended to promote a baseline understanding of application system software licensing options.

In an effort to assist your organization with selecting appropriate licensing levels, the following grid identifies a sample universe of roles, access, privileges, and restrictions associated with each Contract Insight Enterprise Edition Licensing Level.

Roles / Access / Privileges	License Level Restrictions			
	Admin	Super / Power	Standard	ReadOnly
Manage Vendors and Customers	YES	YES	NO	NO
Manage Employees and Users	YES	NO	NO	NO
Manage Contract Types	YES	YES	NO	NO
Manage Contract Categories	YES	YES	NO	NO
Manage Contract Tasks	YES	YES	YES	NO
Manage Locations	YES	YES	NO	NO
Add Contracts	YES	YES	YES	NO
Manage Status List	YES	YES	NO	NO
Manage Contract Occurance	YES	YES	NO	NO
Manage Custom Fields	YES	NO	NO	NO
Manage Custom Reports	YES	YES	NO	NO
View Contracts	YES	YES	YES	YES
Delete Contracts	YES	YES	YES	NO
Manage Departments	YES	YES	NO	NO
Add Contract Notes	YES	YES	YES	NO
View Vendors/Customers	YES	YES	YES	YES
Export Calendar	YES	YES	YES	YES
Template Changes to All	YES	YES	YES	NO
Add Vendors/Customers	YES	YES	NO	NO
Display only my contract alerts on Calendar	YES	YES	YES	YES
Display Dept. task alerts on Calendar	YES	YES	YES	YES
Display all contract alerts on Calendar	YES	YES	YES	YES
Search only my contracts in System	YES	YES	YES	YES
Search all contracts in System	YES	YES	YES	YES
View My Contracts	YES	YES	YES	YES
View Contracts in My Depts.	YES	YES	YES	YES
View all Contracts	YES	YES	YES	YES
Edit My Contracts	YES	YES	YES	NO
Edit My Dept. Contracts	YES	YES	YES	NO
Delete My Contracts	YES	YES	YES	NO
Delete My Dept. Contracts	YES	YES	YES	NO
Add Tasks on My Contracts	YES	YES	YES	NO

Roles / Access / Privileges	License Level Restrictions			
	Admin	Super / Power	Standard	ReadOnly
Edit My Tasks	YES	YES	YES	NO
Delete My Tasks	YES	YES	YES	NO
Edit My Dept. Tasks	YES	YES	YES	NO
Delete My Dept. Tasks	YES	YES	YES	NO
Add Tasks on My Dept. Contracts	YES	YES	YES	NO
Manage Contract Clauses	YES	YES	NO	NO
Allow Template Export to Word	YES	YES	YES	NO
Solicitations - Add	YES	YES	YES	NO
Solicitations - Delete My	YES	YES	YES	NO
Solicitations - Delete My Departments	YES	YES	YES	NO
Solicitations - Add Notes	YES	YES	YES	NO
Solicitations - Manage Tasks	YES	YES	YES	NO
Solicitations - Add Tasks - Limit to User	YES	YES	YES	NO
Solicitations - Add Tasks - Limit to User Depts.	YES	YES	YES	NO
Solicitations - View All	YES	YES	YES	YES
Solicitations - View My	YES	YES	YES	YES
Solicitations - View My Departments	YES	YES	YES	YES
Solicitations - Edit My	YES	YES	YES	NO
Solicitations - Edit My Dept. Tasks	YES	YES	YES	NO
Solicitations - Edit My Tasks	YES	YES	YES	NO
Solicitations - Delete My Tasks	YES	YES	YES	NO
Solicitations - Delete My Dept. Tasks	YES	YES	YES	NO
Contract Links: Add for My Dept	YES	YES	YES	NO
Contract Links: Delete for My Dept	YES	YES	YES	NO
Contract Attachments: Add for My Dept	YES	YES	YES	NO
Contract Attachments: Delete for My Dept	YES	YES	YES	NO
Delete Contract Notes	YES	YES	YES	NO
Contract Attachments: Add for My Contracts	YES	YES	YES	NO
Contract Attachments: Delete for My Contracts	YES	YES	YES	NO
Contract Links: Add for My Contracts	YES	YES	YES	NO
Contract Links: Delete for My Contracts	YES	YES	YES	NO
View Workflows	YES	YES	YES	YES
Contract Requests: Edit/Manage	YES	YES	YES	NO
Contract Requests: Delete	YES	YES	YES	NO
Contract Requests: Search/View All	YES	YES	YES	YES

Roles / Access / Privileges	License Level Restrictions			
	Admin	Super / Power	Standard	ReadOnly
Contract Requests: Search/View My	YES	YES	YES	YES
Contract Requests: Search/View My Dept.	YES	YES	YES	YES
Manage Custom Searches	YES	YES	NO	NO
Manage Workflows	YES	NO	NO	NO
Contract Requests: Add	YES	YES	YES	NO
Copy Contract	YES	YES	YES	NO
Search My Departments Contracts in System	YES	YES	YES	YES
Edit All Contracts	YES	YES	YES	NO
Delete My Ratings	YES	YES	YES	NO
Rate My Contracts	YES	YES	YES	NO
Rate My Department Contracts	YES	YES	YES	NO
Rate All Contracts	YES	YES	YES	NO
Display My Dept Contract Alerts on Calendar	YES	YES	YES	YES
Display My task alerts on Calendar	YES	YES	YES	YES
Display All task alerts on Calendar	YES	YES	YES	YES
Template Changes to My Contracts	YES	YES	YES	NO
Template Changes to My Dept Contracts	YES	YES	YES	NO
Allow Template View	YES	YES	YES	YES
Contract Requests: Edit/Manage My	YES	YES	YES	NO
Contract Requests: Edit/Manage My Dept.	YES	YES	YES	NO
Contract Requests: Delete My Dept.	YES	YES	YES	NO
Manage All AdHoc Reports	YES	YES	NO	NO
Manage My AdHoc Reports	YES	YES	YES	NO