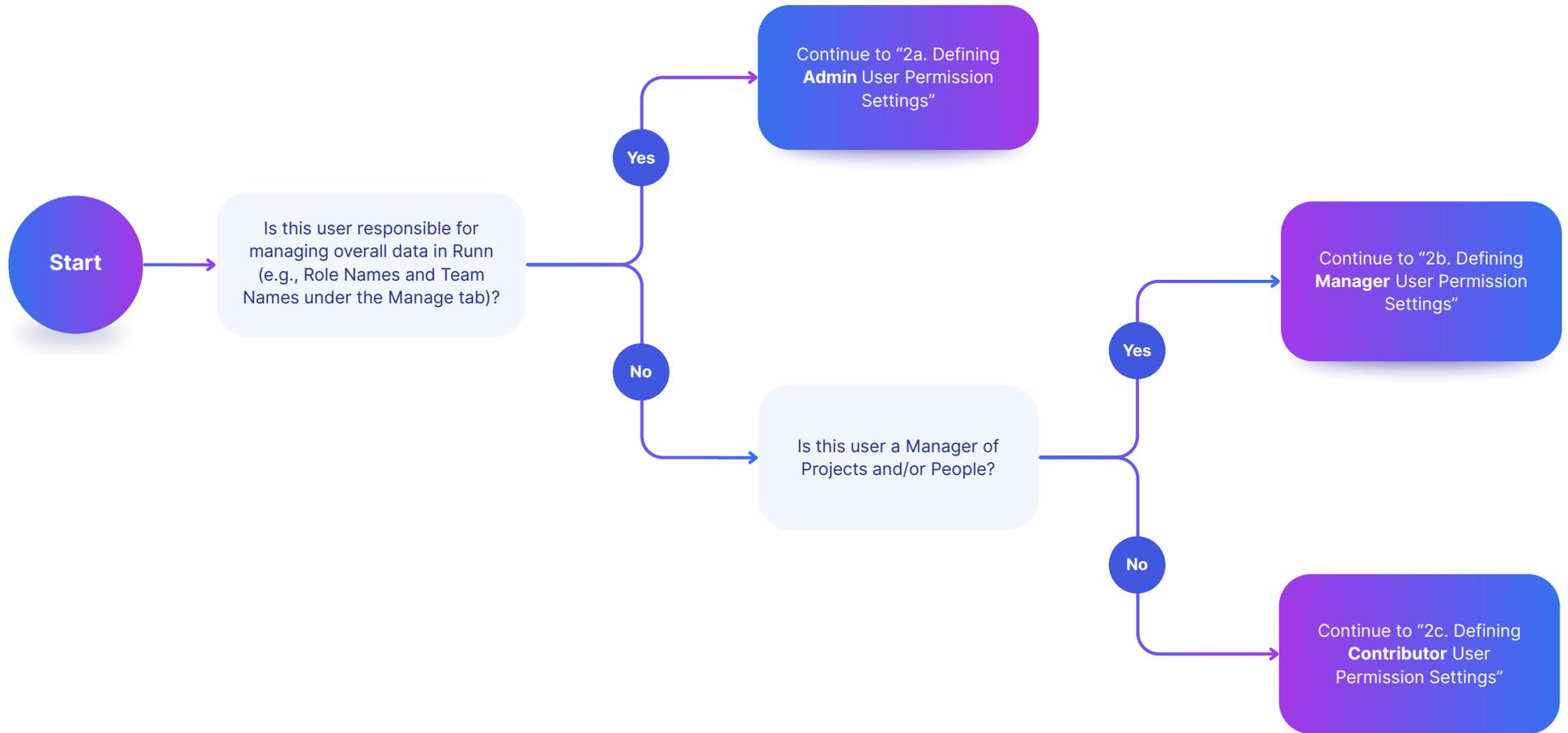




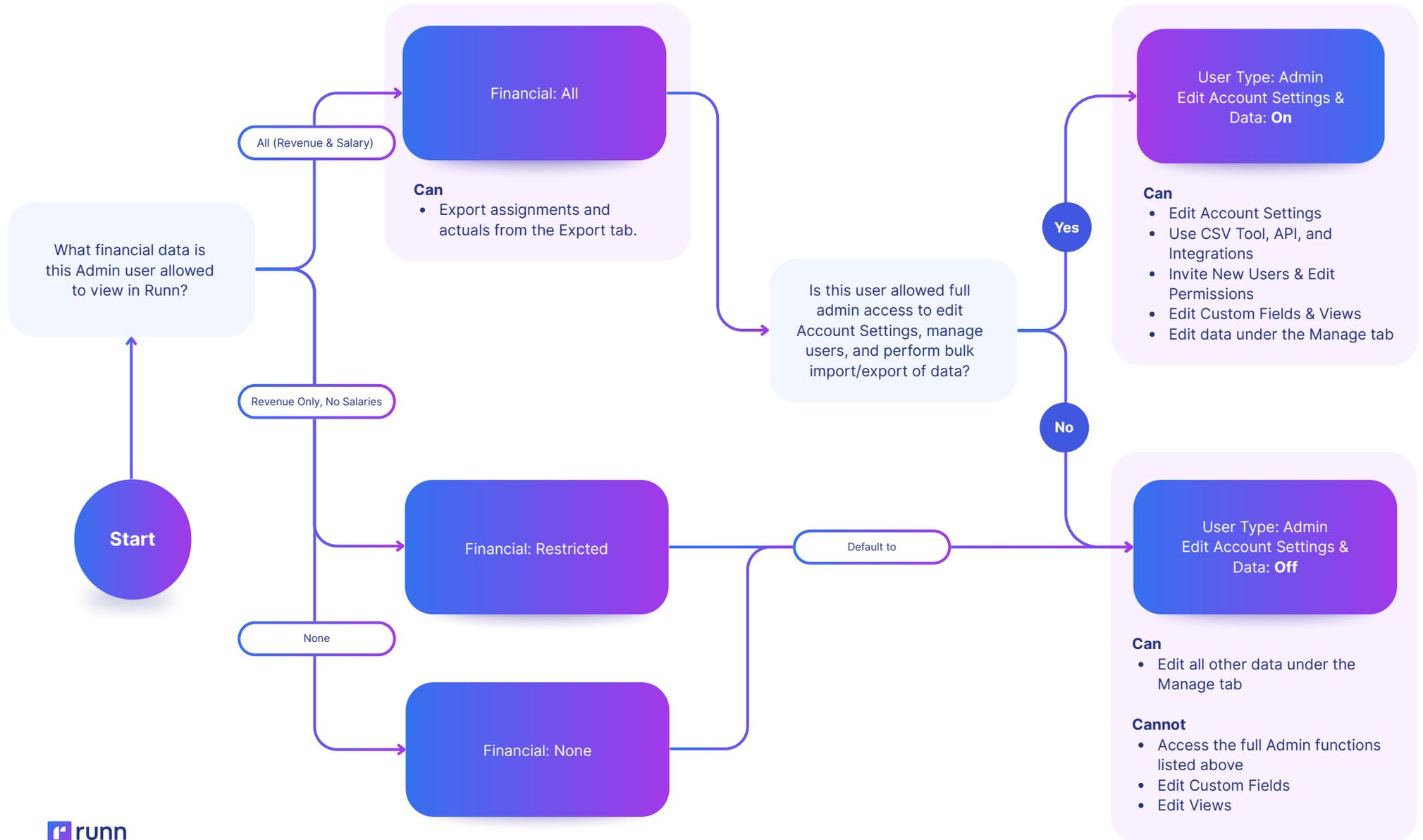
# Defining Permission Levels in Runn



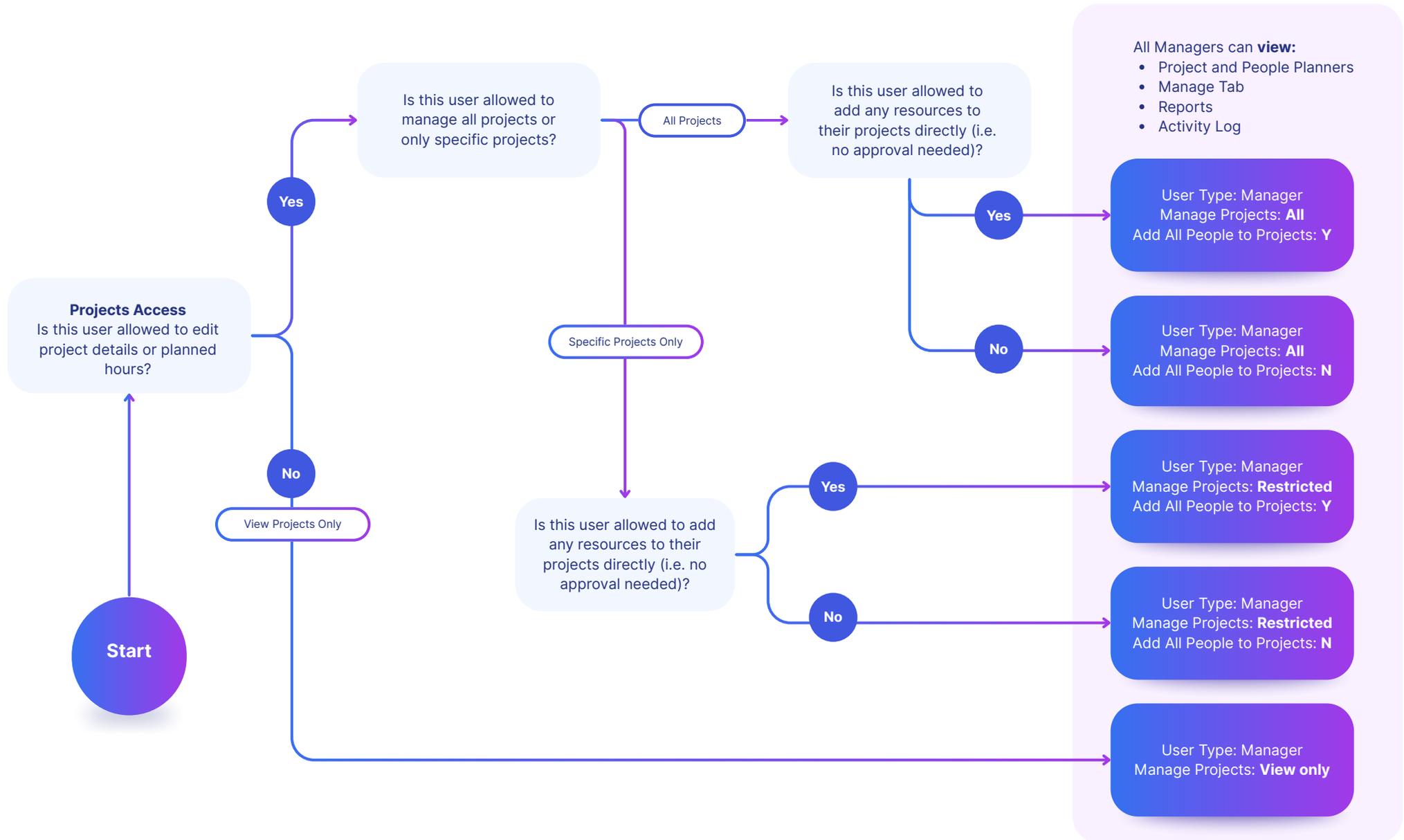
# 1. Defining User Type



## 2a. Defining Admin User Permission Settings



## 2b. Defining Manager User Permission Settings



All Managers can **view**:

- Project and People Planners
- Manage Tab
- Reports
- Activity Log

User Type: Manager  
Manage Projects: **All**  
Add All People to Projects: **Y**

User Type: Manager  
Manage Projects: **All**  
Add All People to Projects: **N**

User Type: Manager  
Manage Projects: **Restricted**  
Add All People to Projects: **Y**

User Type: Manager  
Manage Projects: **Restricted**  
Add All People to Projects: **N**

User Type: Manager  
Manage Projects: **View only**

Access to Insights

If both People and Projects permissions are set to **All**, these managers can view Insights. Other managers (Restricted and View Only) cannot view Insights.

**People Access**  
Is this user allowed to edit people details (e.g. time off, contract, skills)?

Is this user allowed to manage all people or only specific people?

All people

Manage People:  
**All**

Yes

Specific People Only

Manage People:  
**Restricted**

No

View People Only

Manage People:  
**View Only**

If both permissions are set to View Only, the user cannot create Custom Reports. All other manager types can create Custom Reports.

Ability to create/edit Custom Reports

If both People and Projects permissions are set to **All**, these managers can view Insights. Other managers (Restricted and View Only) cannot view Insights.

Manage People:  
**All**

Manage People:  
**Restricted**

Manage People:  
**View Only**

If both permissions are set to View Only, the user cannot create Custom Reports. All other manager types can create Custom Reports.

What financial data is this Manager user allowed to view in Runn?

All, Revenue & Salary

Revenue Only, No Salaries

None

**Can**

- Export assignments and actuals from the Export tab

Financial: **All**

Financial:  
**Restricted**

Financial: **None**

## 2c. Defining Contributor User Permission Settings

