User guide

Easy to Inspect
check, report analyse

User rights, roles and usergroups

1. Purpose of this document

To provide you with details on setting the user rights within Easy to Inspect.

2. Introduction on the user rights in Easy to Inspect

Before we explain how you can define the user rights within Easy to Inspect, we will explain terms we use within our tool. You need this basic understanding of our default settings, before you start changing or adding roles and groups.

User rights
Within Easy to Inspect a user can have different user rights:
C: Create: for instance, create an inspection, an action, an analysis
R: Read: for instance, read an inspection report
U: Update: for instance, edit an inspection report, complete an action report, change an analysis
D: Delete: for instance, delete an inspection report or an action report.

Roles
The user rights are linked to roles within Easy to Inspect.
As a default we have defined 5 roles within Easy to Inspect with preset user rights. But specific organisations might create additional roles, to limit specific features of Easy to Inspect to their users.

Default Roles within Easy to Inspect:
System Admin: The user with this role can manage the account, the subscription and the users for the organisation.
Checklist Admin: The user with this role can make and manage the checklists (templates) for the organisation.
Inspect: The user with this role can do inspections (Mobile and Web) and access and manage their own inspections results.
Actions: The user with this role has access to the actions resulting from his/her own inspections and can manage these actions.
Analyse: The user with this role can use the analyse reports based on the data of all users.

The person who starts a trial account within Easy to Inspect will be assigned the 5 roles automatically.
Every additional "full user" within the account will be assigned the roles Inspect and Action.
Every additional "action only" user, can only take actions on assigned nonconformities.

Default features within the roles:

Role	User rights that can be selected at this role
System Admin	☑ The user can manage the organisation. The user can manage and modify the subscription. The user can create, modify and delete users. The user can create and manage roles and user groups.
Checklist Admin	☑ The user can create, modify and delete checklists for the organisation. The user can test unpublished checklists on the app. The user can create, change, and delete organization-specific filters. The user can create, change, and delete organization-specific reason codes. The user can manage automatic sending of inspection report based on filters. The user can manage automatic sending of action reports based on filters. The user can schedule automatic reminders for inspections.
Inspections	☑ The user can perform inspections via the Mobile App and the Website. The user can create actions via the App (automatic background function with the OKNOK or score question, to be set per checklist). The user can send an email with an action report or inspection report (automatic background function, to be set per checklist). ☑ The user can read the own inspection data. ☑ The user can create reports of own inspections (including creating PDFs, exporting to Excel, and sending emails). ☑ The user can adjust own inspection results. ☑ The user can delete own inspection results and all the corresponding data.
Actions	☑ The user can assign actions resulting from own inspections. ☑ The user can read actions resulting from own inspections (including creating PDFs, and exporting). ☑ The user can execute actions. The user can execute verifications. ☑ The user can delete actions resulting from own inspections.
Analyse	☑ The user can create analyses with the inspection data of all users. ☑ The user can view and print these analyses. ☑ The user can adjust the analyses-settings. ☑ The user can delete these analyses.

Note: The tick box will link the rights to the role. The roles System admin and checklist admin / application link all rights to this role at once.

The System Admin can create new roles with specific features of Easy to Inspect.

Once the roles are established (the 5 default roles are defined as displayed above), users can be linked to the roles.

3. Groups and permission on groups

Organisations might be divided in multiple functional entities that operate apart from each other with Easy to Inspect. Because of geographical location, departmental activities etc.

A user with the role 'Inspections' can carry out an inspection, view and modify own inspection reports. The user with the role 'Action' can create action reports that result from own inspections, execute actions etc.
But these users of Easy to Inspect don't have access to the reports of other users. And they cannot read action reports of other users and assign actions of other users.

Several organisations would like supervisors or coordinators, to have access to the inspection results and actions of employees within their team. It is possible to do so with the 'Group' function of Easy to Inspect.

It is possible to define groups of users and assign users to these groups that have permission on the inspection reports and nonconformity reports of other users that are part of this group. With such a set up, you can ensure that some users have access to all inspection reports, but other users can only access the reports of the group to which they were permitted. The users within the group themselves can only see their own inspection results.

Example

Let us explain this with an example:

In the following organisation chart a small company is presented working on the same activities but in two regions.
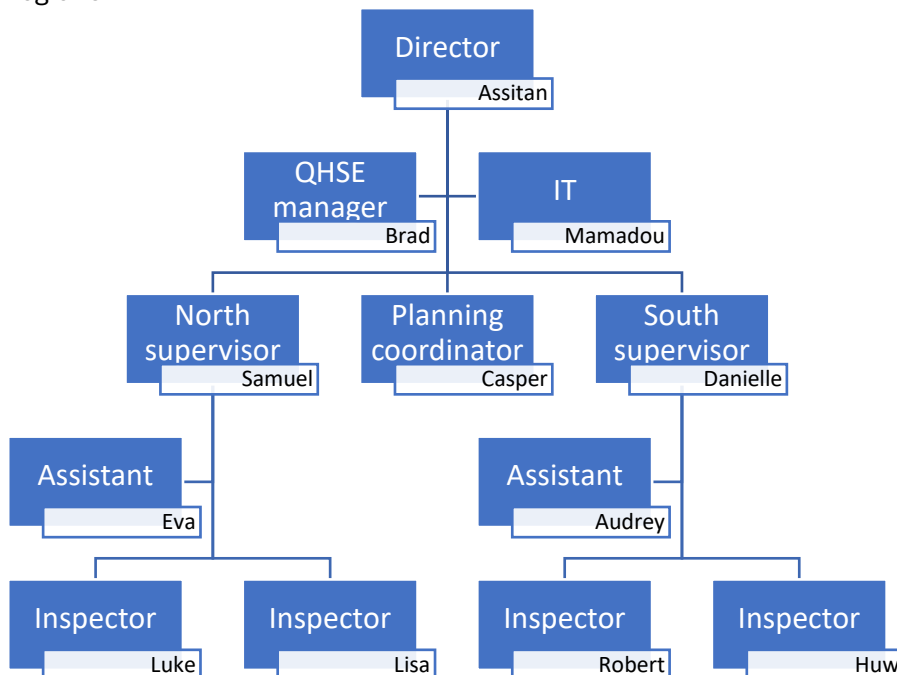
The basic role set up of Easy to Inspect is followed in this organisation:
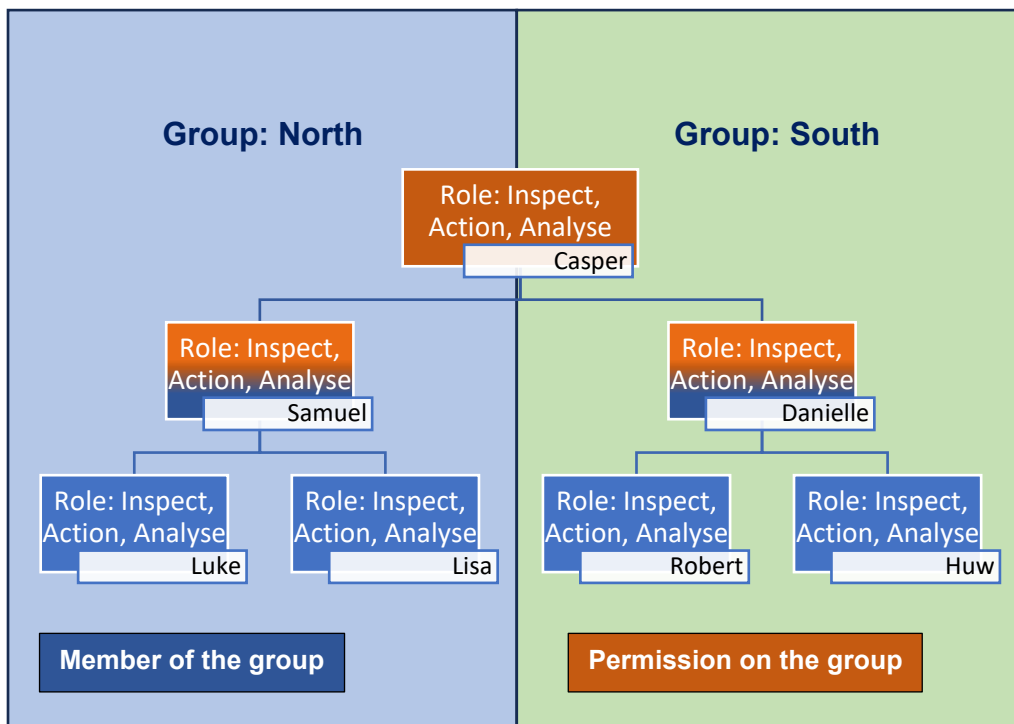- System admin
- Checklist admin
- Inspect

- Action
- Analyse

In all cases, each individual users with the roles Inspect & Action have the authority to create and modify their own inspections, assign actions on nonconformities of own inspections to other users. If you would like to allow certain users to view or even modify reports of other users, you must create a group and allow specific users the permission to view or modify these reports.
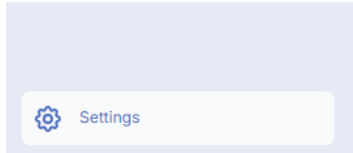
For instance:
1. Create a group North and South.
2. Define which users are entitled to manage results or actions of other users within the group. For instance, select Samuel as entitled user regarding the members of group North and select Danielle as entitled user regarding group South.
3. Define the permissions of the entitled user. What can the entitled users do with the reports of other users? For instance, modify inspection results (only possible if the checklist setting allows such), view or assign actions resulting out of inspections of other users etc.
4. Select the group members. These members are just grouped together. The users that are grouped together do not have the permission to view or manage the results or actions of other users in the group. That permission is only attributed to the entitled users (see step 2). In this example you would group the inspectors Luke and Lisa and supervisor Samuel to group North and inspectors Robert and Huw and supervisor Danielle to group South.
5. Furthermore, it would be convenient if the planning coordinator Casper can access the inspection reports of the members of both groups. So, grant Casper permission to the members of group North and South (step 2).
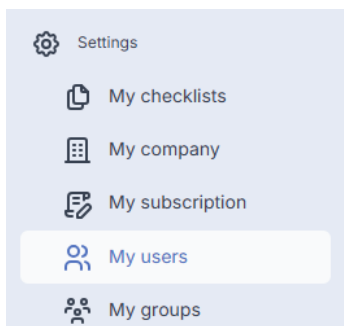
Group: North **Group: South**

Role: Inspect, Action, Analyse
Casper

Role: Inspect, Action, Analyse
Samuel

Role: Inspect, Action, Analyse
Danielle

Role: Inspect, Action, Analyse
Luke

Role: Inspect, Action, Analyse
Lisa

Role: Inspect, Action, Analyse
Robert

Role: Inspect, Action, Analyse
Huw

Member of the group

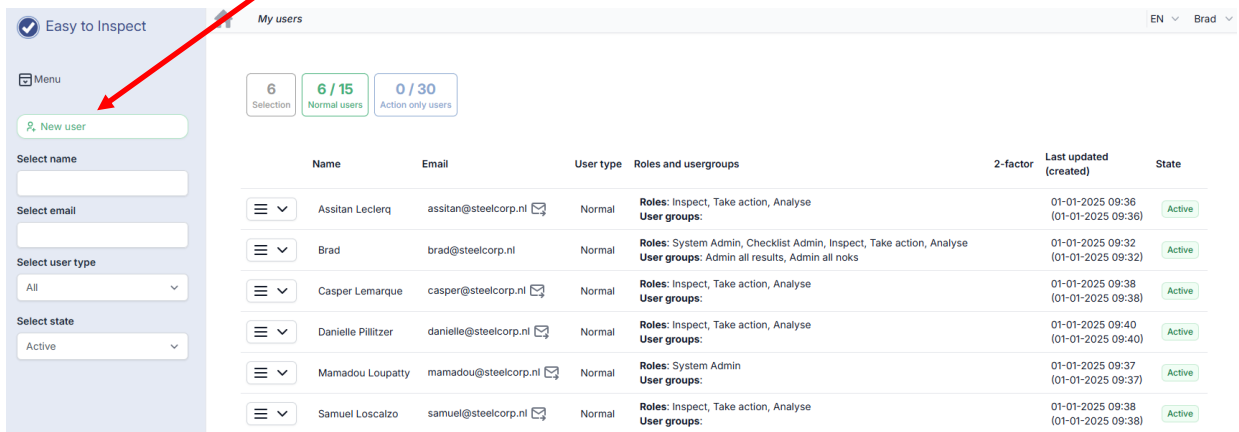**Permission on the group**

4.   Create new user

First you have to create a new user.Start at the main menu in the left bottom setting section. Select settings.

Then select 'my users'

The select 'new user'

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You then can start defining your new user.

You have to select what type of user, your new user is. Should the user be able to inspect or have a coordinator role? Then the user must be a normal user. If the user only needs to manage actions that are assigned to him/her, then the user should be a Action only user.

Once you selected the normal user type, additional fields will appear.

Personal Information
Your username and sign-in email. We will use this email for a password reset request.

Name
Luke Gray

Sign-in email
luke@steelcorp.nl

Other settings
The user type of this user and the preferred language of the user.
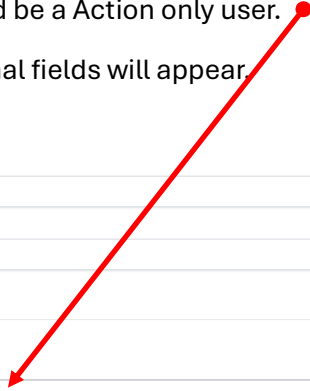
User type
Select user type

Select user type
Normal
Take actions only

Security settings
Password and 2-factor setting

Password

Password confirmation

☐ Require 2-factor authentication (2FA) for this user

Save   Cancel

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- ✅ You have to define if the user must login with 2 factor authentication.
- ✅ Include the email address or addresses to whom the inspection reports must be send
- ✅ Fill in the roles the users must have. In this case inspect, take action and analyse. More roles can be selected by combining the CTRL button and your mouse.
- ✅ Save your settings

Security settings
Password and 2-factor setting

Password
••••••

Password confirmation
••••••

☑ Require 2-factor authentication (2FA) for this user

Devices
Overview of the current devices of the user

App version	Manufacturer	Operating system	Last seen

Report settings
Settings for the reports

E-mail the results to (separate multiple email addresses with a semi-colon)
luke@steelcorp.nl

Report remarks
Include here the qualifications of your inspector or include other inspector relevant information (non mandatory field).

Roles and Usergroups
Select the required role(s) and usergroups

Roles and usergroups
Roles
  System Admin
  Checklist Admin
  Inspect
  Take action
  Analyse
User groups
  Admin all results
  Admin all noks

Save   Cancel

Once saved, you'lll find your user in the overview of active users. The assigned roles are displayed.

		Name	Email	User type	Roles and usergroups	2-factor	Last updated (created)	State
≡	⌄	Assitan Leclerq	assitan@steelcorp.nl ✉	Normal	**Roles:** Inspect, Take action, Analyse **User groups:**		01-01-2025 09:36 (01-01-2025 09:36)	Active
≡	⌄	Audrey Whitaker	audrey@steelcorp.nl	Take actions only	Take actions only		01-01-2025 10:04 (01-01-2025 10:04)	Active
≡	⌄	Brad	brad@steelcorp.nl	Normal	**Roles:** System Admin, Checklist Admin, Inspect, Take action, Analyse **User groups:** Admin all results, Admin all nots		01-01-2025 09:32 (01-01-2025 09:32)	Active
≡	⌄	Casper Lemarque	casper@steelcorp.nl ✉	Normal	**Roles:** Inspect, Take action, Analyse **User groups:**		01-01-2025 09:38 (01-01-2025 09:38)	Active
≡	⌄	Danielle Pillitzer	danielle@steelcorp.nl ✉	Normal	**Roles:** Inspect, Take action, Analyse **User groups:**		01-01-2025 09:40 (01-01-2025 09:40)	Active
≡	⌄	Eva Jankoski	eva@steelcorp.nl	Take actions only	Take actions only		01-01-2025 10:04 (01-01-2025 10:04)	Active
≡	⌄	Huw Song-Ta	huw@steelcorp.nl ✉	Normal	**Roles:** Inspect, Take action, Analyse **User groups:**		01-01-2025 10:02 (01-01-2025 10:02)	Active
≡	⌄	Lisa Nielsen	lisa@steelcorp.nl ✉	Normal	**Roles:** Inspect, Take action, Analyse **User groups:**		01-01-2025 10:01 (01-01-2025 10:01)	Active
≡	⌄	Luke Gray	luke@steelcorp.nl ✉	Normal	**Roles:** Inspect, Take action, Analyse **User groups:**	🔓	01-01-2025 09:57 (01-01-2025 09:57)	Active
≡	⌄	Mamadou Loupatty	mamadou@steelcorp.nl ✉	Normal	**Roles:** System Admin **User groups:**		01-01-2025 09:37 (01-01-2025 09:37)	Active
≡	⌄	Robert Fisker	robert@steelcorp.nl ✉	Normal	**Roles:** Inspect, Take action, Analyse **User groups:**		01-01-2025 10:01 (01-01-2025 10:01)	Active
≡	⌄	Samuel Loscalzo	samuel@steelcorp.nl ✉	Normal	**Roles:** Inspect, Take action, Analyse **User groups:**		01-01-2025 09:38 (01-01-2025 09:38)	Active

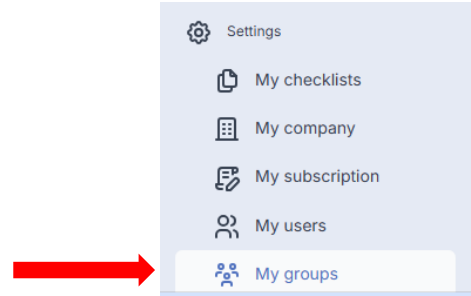**12** Selection   **10 / 15** Normal users   **2 / 30** Action only users

5. Roles

5.1 Change a role

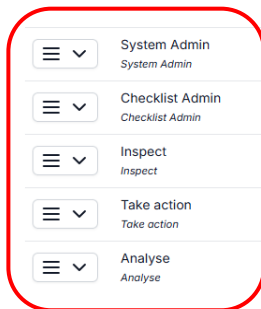Select the settings menu: "My groups"

Note: If your menu does not show this option, you are not the account administrator or another user who has been assigned this role.

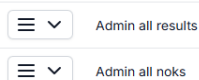The "Roles"-menu will be displayed with the 5 default roles as defined in Easy to Inspect.

Roles

A role is a group of permissions on system functions of Easy to Inspect. Roles are used to group permissions for easy user management. A user account can be assigned to one or more roles. Roles apply to the data of the user.

System Admin
System Admin

Checklist Admin
Checklist Admin

Inspect
Inspect

Take action
Take action

Analyse
Analyse

User groups

A user group grants access to the inspection data of other users and defines the type of access level (create, read, update, delete). A user group defines wat an entitled user is allowed to do with the data of other users (view, edit, delete, etc.). For example to view, edit, delete results of other members of your team.

Admin all results

Admin all noks

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If you would like to edit the rights attributed to a Role select "edit".

For instance, change the rights of the role Action by disabling the right that nonconformities that have been observed during an inspection can later be deleted.
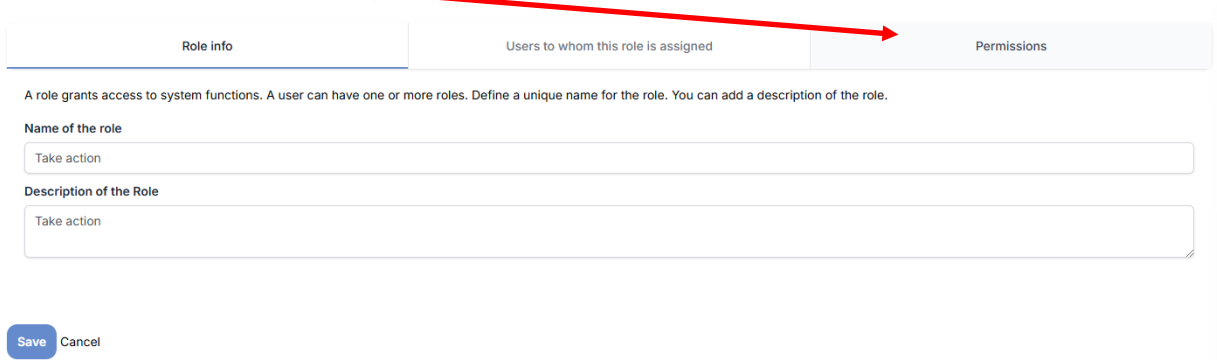
Select "Edit" in the line 'Actions'
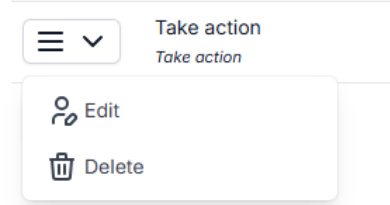
A screen will be displayed with 3 tabs.
a. The first tab explains the role
b. The second tab displays which users have been assigned this role
c. The third tab displays all the permissions that come along with the role.

Select the tab "Permissions"

Then you can go to the action section and change the permissions of this role.
Save your settings

Remember: now this permission is changed for all users with this role.
If you would only like to restrict the permissions to a part of users, you have to define a new role yourself.
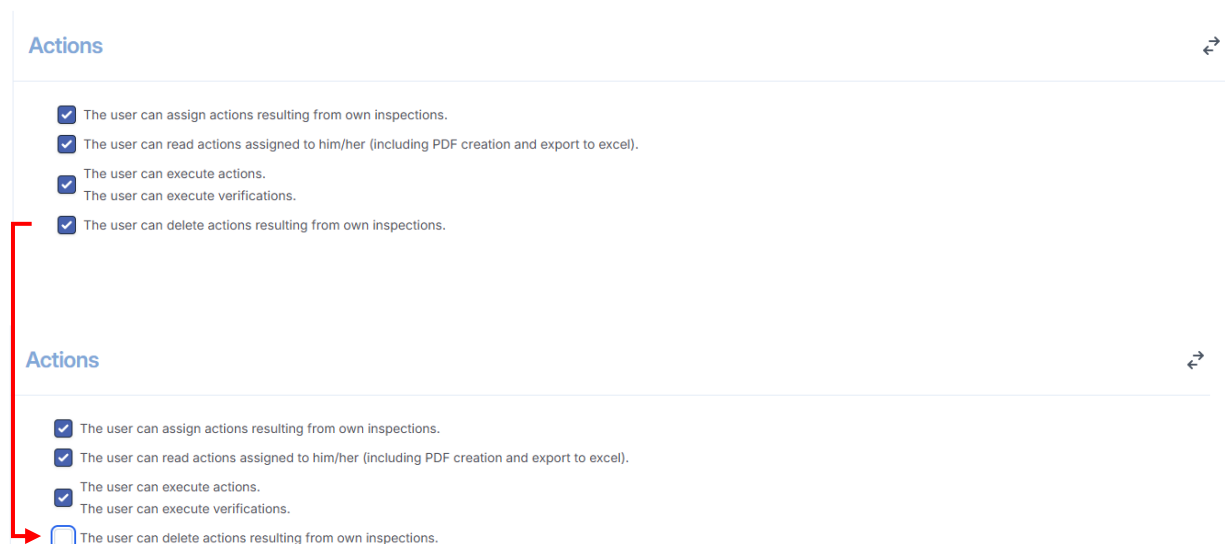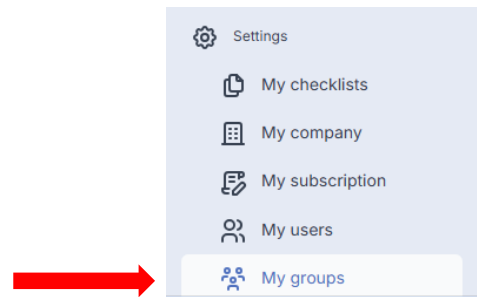
5.2 Assign a role to a user

If you would like to assign a role to a user, this can be done in two ways.
The first way is demonstrated in the create a new user menu. IN this menu you can later always edit the roles assigned to a user.
The second way is via the 'My groups' menu.

5.2.1 Assign via the Role menu
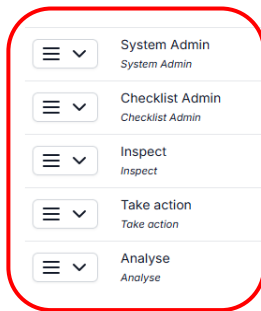
Select the settings menu: "My groups"

Note: If your menu does not show this option, you are not the account administrator or another user who has been assigned this role.

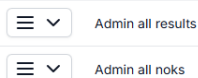The "Roles"-menu will be displayed with the 5 default roles as defined in Easy to Inspect.

Roles

A role is a group of permissions on system functions of Easy to Inspect. Roles are used to group permissions for easy user management. A user account can be assigned to one or more roles. Roles apply to the data of the user.

|	
System Admin *System Admin*	
Checklist Admin *Checklist Admin*	
Inspect *Inspect*	
Take action *Take action*	
Analyse *Analyse*	

User groups

A user group grants access to the inspection data of other users and defines the type of access level (create, read, update, delete). A user group defines wat an entitled user is allowed to do with the data of other users (view, edit, delete, etc.). For example to view, edit, delete results of other members of your team.

Admin all results	
Admin all noks	

If you would like to assign or deselect users to a Role select "edit".

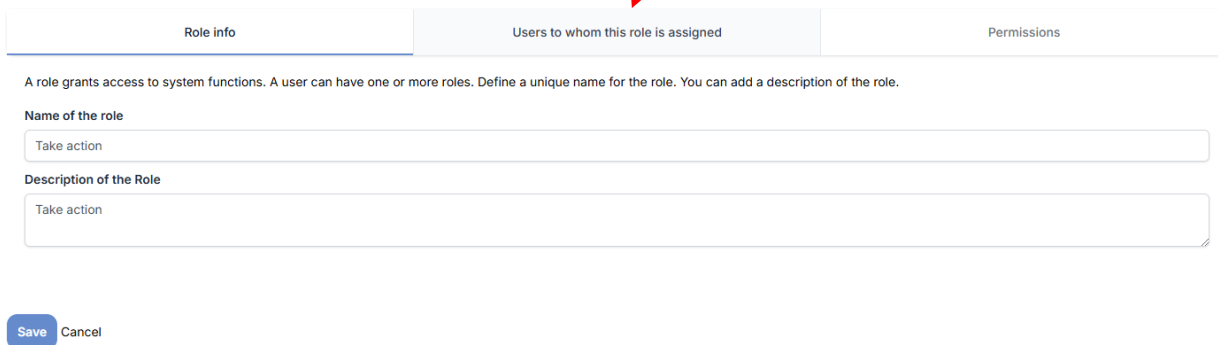For instance, change the users that have been assigned with the role Action.
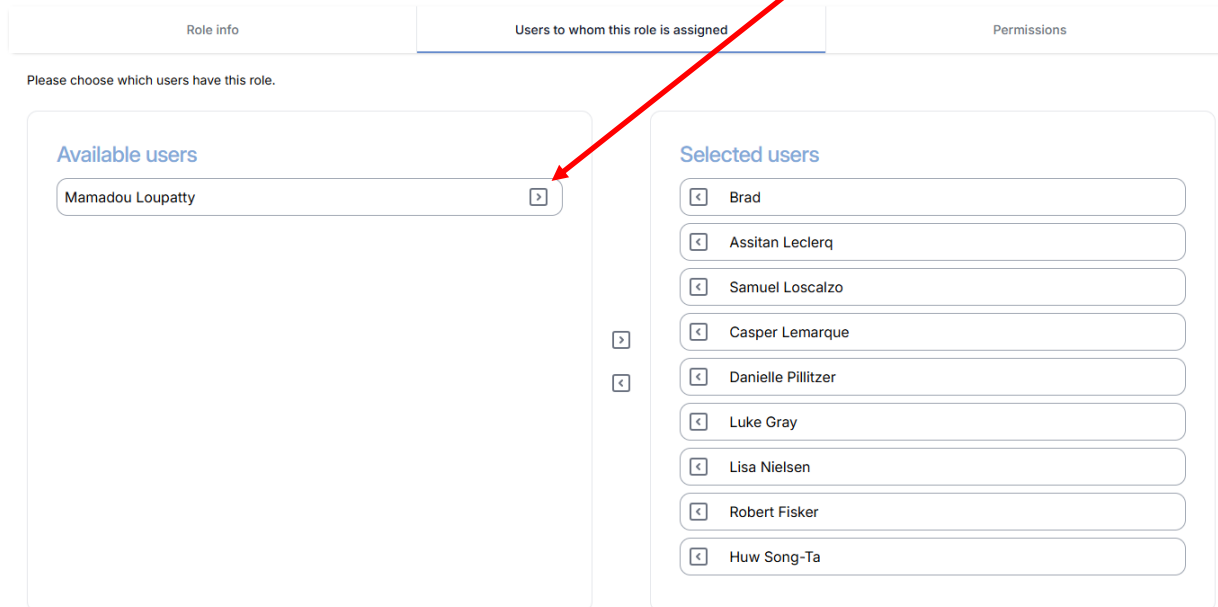
Select "Edit" in the line 'Actions'
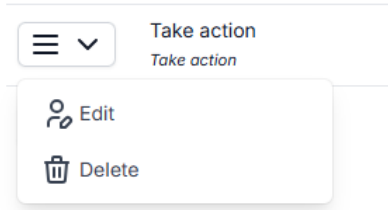
A screen will be displayed with 3 tabs.
d. The first tab explains the role
e. The second tab displays which users have been assigned this role
f. The third tab displays all the permissions that come along with the role.

Select the tab "Users to whom this role is assigned"

Role info	Users to whom this role is assigned	Permissions

A role grants access to system functions. A user can have one or more roles. Define a unique name for the role. You can add a description of the role.

Name of the role

Take action

Description of the Role

Take action

Save Cancel

Now you can select or deselect your users by clicking on the arrows.

Role info	Users to whom this role is assigned	Permissions

Please choose which users have this role.

Available users

Mamadou Loupatty

Selected users

Brad

Assitan Leclerq

Samuel Loscalzo

Casper Lemarque

Danielle Pillitzer

Luke Gray

Lisa Nielsen

Robert Fisker

Huw Song-Ta

Now you can select or deselect users. Don't forget to save your setting.

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5.2.2. Assign via the My user menu

Once a role is created, you can assign the role to a user.
This can be done via the "My Groups" menu but also via the "My user" menu.

| Settings |
| My checklists |
| My company |
| My subscription |
| **My users** |
| My groups |
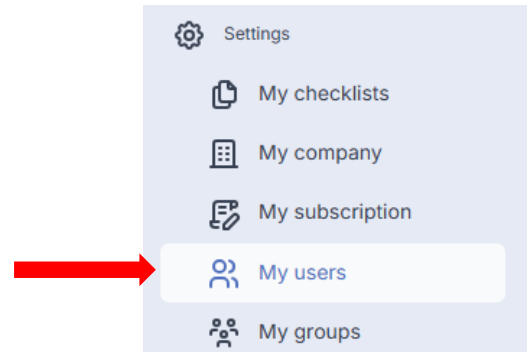
When you open the "My User" menu, the users in your account will be displayed.
In the user overview, assigned roles and entitled groups are displayed per user.
If you would like to set or change the roles (and or user groups), you select edit via the 'Action' button.

| 12 Selection | 10 / 15 Normal users | 2 / 30 Action only users |

	Name	Email	User type	Roles and usergroups	2-factor	Last updated (created)	State
☰ ∨	Assitan Leclerq	assitan@steelcorp.nl	Normal	**Roles:** Inspect, Take action, Analyse **User groups:**		01-01-2025 09:36 (01-01-2025 09:36)	Active
☰ ∨	Audrey Whitaker	audrey@steelcorp.nl	Take actions only	Take actions only		01-01-2025 10:04 (01-01-2025 10:04)	Active
☰ ∨	Brad	brad@steelcorp.nl	Normal	**Roles:** System Admin, Checklist Admin, Inspect, Take action, Analyse **User groups:** Admin all results, Admin all noks		01-01-2025 09:32 (01-01-2025 09:32)	Active
☰ ∨	Casper Lemarque	casper@steelcorp.nl	Normal	**Roles:** Inspect, Take action, Analyse **User groups:**		01-01-2025 09:38 (01-01-2025 09:38)	Active
🧑 Edit 🧑 Assign checklist 🧑 Disable		danielle@steelcorp.nl	Normal	**Roles:** Inspect, Take action, Analyse **User groups:**		01-01-2025 09:40 (01-01-2025 09:40)	Active
		eva@steelcorp.nl	Take actions only	Take actions only		01-01-2025 10:04 (01-01-2025 10:04)	Active
☰ ∨	Huw Song-Ta	huw@steelcorp.nl	Normal	**Roles:** Inspect, Take action, Analyse **User groups:**		01-01-2025 10:02 (01-01-2025 10:02)	Active
☰ ∨	Lisa Nielsen	lisa@steelcorp.nl	Normal	**Roles:** Inspect, Take action, Analyse **User groups:**		01-01-2025 10:01 (01-01-2025 10:01)	Active
☰ ∨	Luke Gray	luke@steelcorp.nl	Normal	**Roles:** Inspect, Take action, Analyse **User groups:**		01-01-2025 10:33 (01-01-2025 09:57)	Active
☰ ∨	Mamadou Loupatty	mamadou@steelcorp.nl	Normal	**Roles:** System Admin **User groups:**		01-01-2025 09:37 (01-01-2025 09:37)	Active
☰ ∨	Robert Fisker	robert@steelcorp.nl	Normal	**Roles:** Inspect, Take action, Analyse **User groups:**		01-01-2025 10:01 (01-01-2025 10:01)	Active
☰ ∨	Samuel Loscalzo	samuel@steelcorp.nl	Normal	**Roles:** Inspect, Take action, Analyse **User groups:**		01-01-2025 09:38 (01-01-2025 09:38)	Active

You can now change the settings of this user.

Click on the "Roles" to select one or more roles that you would like to assign to the user. More roles can be selected by combining the CTRL button and your mouse.

Roles and Usergroups

Select the required role(s) and usergroups

Roles and usergroups

Roles
System Admin
Checklist Admin
Inspect
Take action
Analyse
User groups
Admin all results
Admin all noks

After you have made your selection, save your settings.

5.3 Create a new role

The settings for 1 role will apply to all users to whom the role will be assigned.
If you would like to differentiate two inspection roles, you must create an additional role.
This can be done via the settings menu, option my groups, option 'new role'.
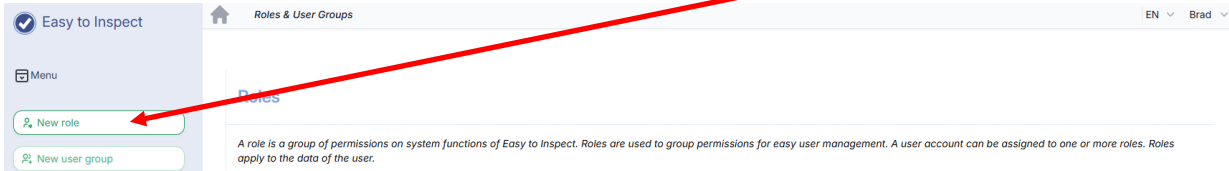
For instance, some users may have the permission to delete their inspection reports, but others don't.

The default setting in Easy to Inspect is that such is not possible. Then an additional role must be created in which such is permitted.

In this case, the new role is called 'Inspect (full rights)'.
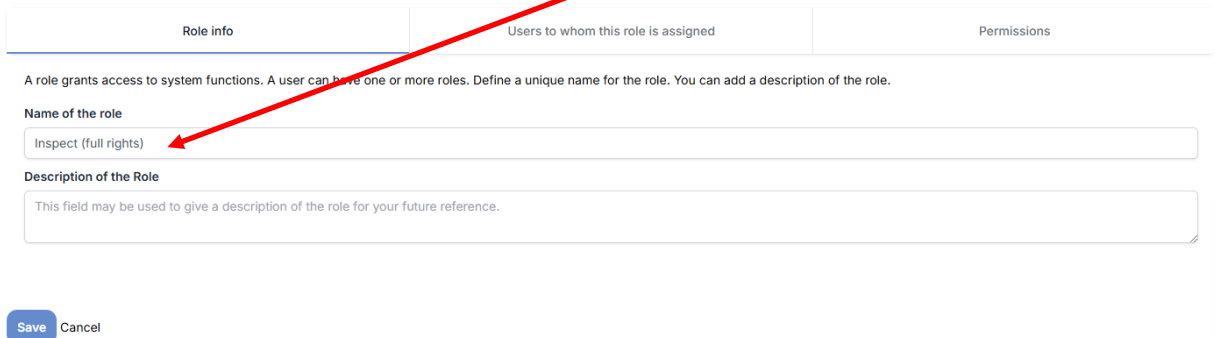
It is assigned to Brad, Casper and Samuel

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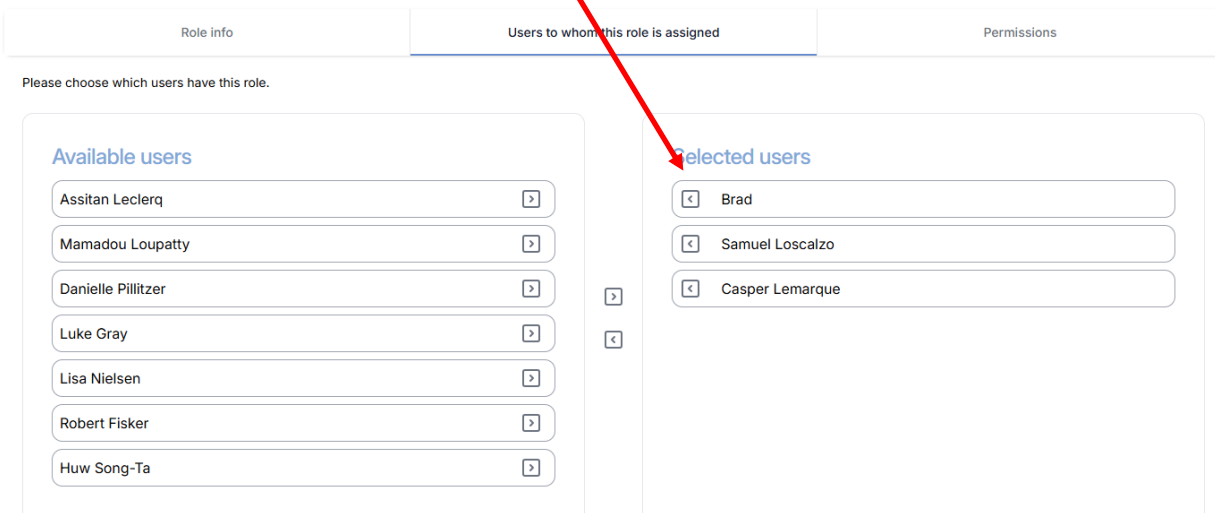
In the 3ᵈ tab 'permissions' the permissions are now all selected.

Don't forget to save your settings.

Role info	Users to whom this role is assigned	Permissions

Define what a user with this role may do in the system. A role grants access to system functions. Please choose the permissions that apply to this role.

System admin ⇄

The user can manage the organization.
The user can manage and modify the subscription.
☐ The user can create, modify and delete users.
The user can create and manage roles and user groups.

Application ⇄

The user can create, modify and delete checklists for the organization.
The user can test unpublished checklists on the app.
The user can create, change, and delete organization-specific filters.
☐ The user can create, change, and delete organization-specific reason codes.
The user can manage automatic sending of inspection report based on filters.
The user can manage automatic sending of action reports based on filters.
The user can schedule automatic reminders for inspections.

Inspections ⇄

The user can perform inspections via the Mobile App and the Website.
☑ The user can create actions via the App (automatic background function with the OKNOK or score question, to be set per checklist).
The user can send an email with an action report or inspection report (automatic background function, to be set per checklist).
☑ The user can read the own inspection data.
The user can create reports of own inspections (including creating PDFs, exporting to Excel, and sending emails).
☑ The user can adjust own inspection results.
☑ The user can delete own inspection results and all the corresponding data.

In the overview of roles, you can now see the newly created role.

Roles

A role is a group of permissions on system functions of Easy to Inspect. Roles are used to group permissions for easy user management. A user account can be assigned to one or more roles. Roles apply to the data of the user.

☰ ⌄ System Admin
         System Admin

☰ ⌄ Checklist Admin
         Checklist Admin

☰ ⌄ Inspect
         Inspect

☰ ⌄ Take action
         Take action

☰ ⌄ Analyse
         Analyse

☰ ⌄ Inspect (full rights)

In the overview of 'my users' you can see the new role assigned to the users.

| | 12 Selection | 10 / 15 Normal users | 2 / 30 Action only users |

	Name	Email	User type	Roles and usergroups	2-factor	Last updated (created)	State
☰ ∨	Assitan Leclerq	assitan@steelcorp.nl	Normal	**Roles**: Inspect, Take action, Analyse **User groups**:		01-01-2025 09:36 (01-01-2025 09:36)	Active
☰ ∨	Audrey Whitaker	audrey@steelcorp.nl	Take actions only	Take actions only		01-01-2025 10:04 (01-01-2025 10:04)	Active
☰ ∨	Brad	brad@steelcorp.nl	Normal	**Roles**: System Admin, Checklist Admin, Inspect, Take action, Analyse, Inspect (full rights) **User groups**: Admin all results, Admin all noks		01-01-2025 09:32 (01-01-2025 09:32)	Active
☰ ∨	Casper Lemarque	casper@steelcorp.nl	Normal	**Roles**: Inspect, Take action, Analyse, Inspect (full rights) **User groups**: North		01-01-2025 09:38 (01-01-2025 09:38)	Active
☰ ∨	Danielle Pillitzer	danielle@steelcorp.nl	Normal	**Roles**: Inspect, Take action, Analyse **User groups**:		01-01-2025 09:40 (01-01-2025 09:40)	Active
☰ ∨	Eva Jankoski	eva@steelcorp.nl	Take actions only	Take actions only		01-01-2025 10:04 (01-01-2025 10:04)	Active
☰ ∨	Huw Song-Ta	huw@steelcorp.nl	Normal	**Roles**: Inspect, Take action, Analyse **User groups**:		01-01-2025 10:02 (01-01-2025 10:02)	Active
☰ ∨	Lisa Nielsen	lisa@steelcorp.nl	Normal	**Roles**: Inspect, Take action, Analyse **User groups**:		01-01-2025 10:01 (01-01-2025 10:01)	Active
☰ ∨	Luke Gray	luke@steelcorp.nl	Normal	**Roles**: Inspect, Take action, Analyse **User groups**:		01-01-2025 10:33 (01-01-2025 09:57)	Active
☰ ∨	Mamadou Loupatty	mamadou@steelcorp.nl	Normal	**Roles**: System Admin **User groups**:		01-01-2025 09:37 (01-01-2025 09:37)	Active
☰ ∨	Robert Fisker	robert@steelcorp.nl	Normal	**Roles**: Inspect, Take action, Analyse **User groups**:		01-01-2025 10:01 (01-01-2025 10:01)	Active
☰ ∨	Samuel Loscalzo	samuel@steelcorp.nl	Normal	**Roles**: Inspect, Take action, Analyse, Inspect (full rights) **User groups**: North		01-01-2025 09:38 (01-01-2025 09:38)	Active

6   Groups

6.1   Introduction to Groups

Organisations might be divided in multiple functional entities that operate apart from each other with Easy to Inspect. Because of geographical location, departmental activities etc.

A user with the role Inspect can carry out an inspection, view own inspection reports. The user with the role Action can create action reports that result from own inspections, execute actions etc.
But these users of Easy to Inspect do not have access to the reports of other users, and they cannot read action reports of other users and assign actions of other users.

Several organisations would like department supervisors or coordinator, to have access and even control of the inspection results and actions of employees within their team. It is possible to do so with the 'Group' function of Easy to Inspect.

Within Easy to Inspect, 2 default user groups "All inspections" & "All Actions" are defined. The administrator is entitled to view all inspections and actions by default. You can add additional users, however always 1 Easy to Inspect user must be entitled access to other users' inspection reports and actions.

6.2   Create a Group

Select "My groups" via the main menu.
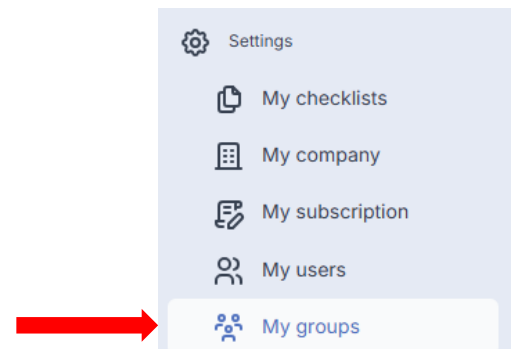
The Roles and User Groups screen will display.
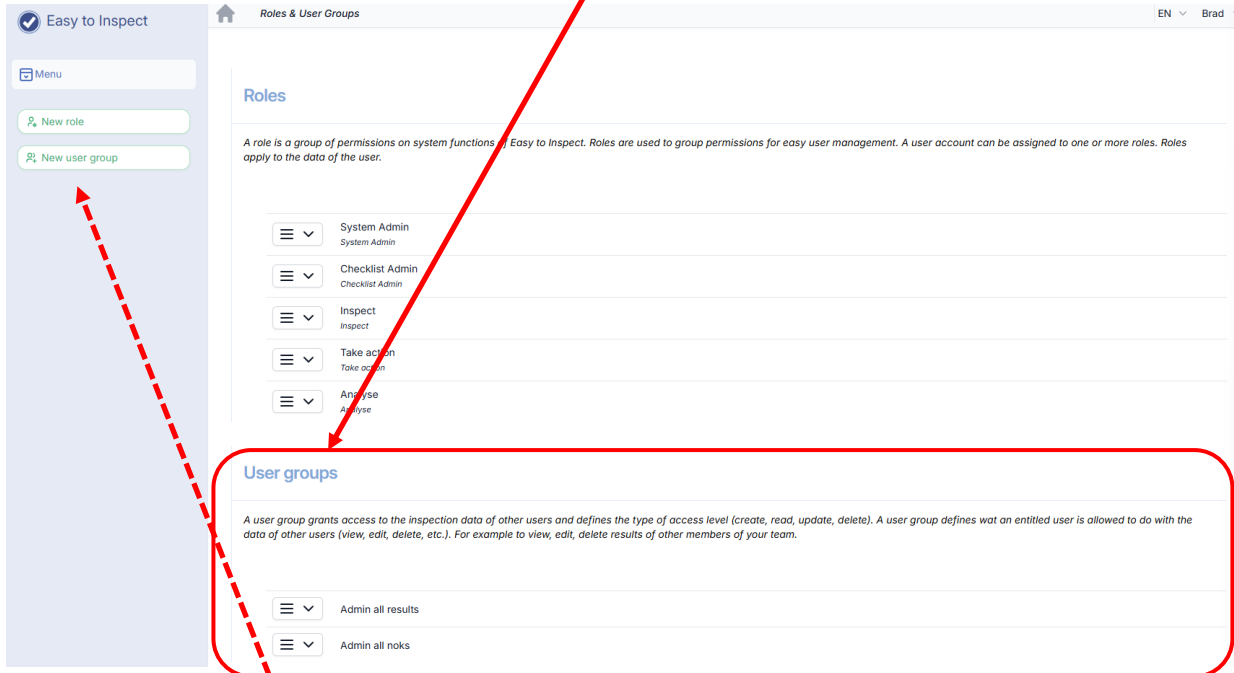
Select new user group.

The new User group screen will be displayed. This screen is set up by means of 4 Tabs. Each Tab requires settings to create a user group.

Start with filling in your User Group's name. For instance, 'North'.

After filling in the name go directly to the second Tab, "entitled users". You only need to save when you have completed all 4 Tabs.
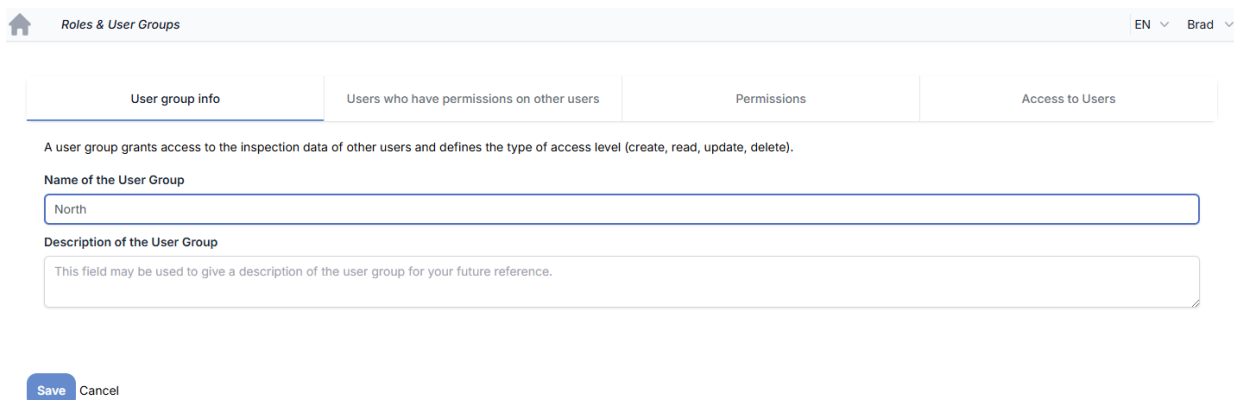
In the second tab "users who have permissions on other users", you select which users have permissions on the inspection results and action reports (nonconformities) of the other Easy to Inspect users that you will assign as group members (tab 4).

In this example; Samuel (the team leader of Team North) and Casper (planner) should have permission.

You can select the users by Clicking on the 'arrow' in the user box.

If you would like to deselect, just click on the arrow in the column of selected users.

Once you have selected the "entitled users", you must define what permissions will be granted. Are these users entitled to read inspection results or are they also entitled to modify inspection results?

User group info	Users who have permissions on other users	Permissions	Access to Users

Define what the entitled users may do with the inspection data of other users that are assigned to the group. Choose which actions may be done with the inspection data of the other users.

Inspections

- [ ] The user can perform inspections for other users.
- [x] The user can read inspections performed by other users.
  The user can create reports of inspections performed by other users (including creating PDFs, exporting, and send emails).
- [ ] The user can adjust inspection results of inspections done by other users.
- [ ] The user can delete inspections (and all their corresponding data) done by other users.

Actions

- [x] The user can assign actions resulting from inspections by other users.
- [x] The user can read actions resulting from inspections by other users.
  The user can assign actions resulting from inspections by other users.
- [x] The user can execute assigned actions.
  The user can perform verification of actions.
- [ ] The user can delete actions resulting from inspections by other users.

Save Cancel

Attention: If a user of Easy to Inspect has no individual right of carrying out inspections (the role Inspect is not assigned to the user), this user cannot be granted permission regarding inspections of other users. The same applies to Action permissions.
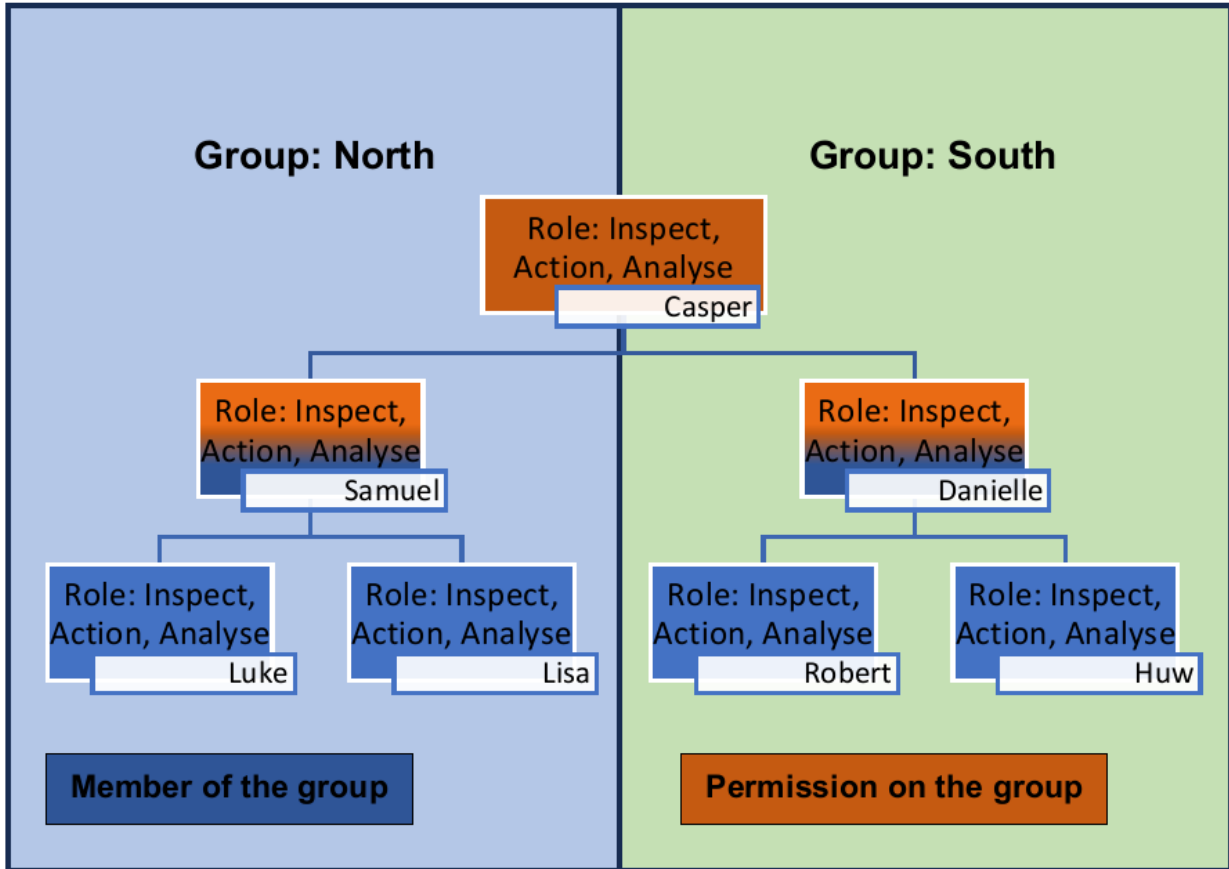If this might be the case, first assign the roles to the individual user (see 5.2.2), before you would grant group-permissions.
Select the permissions by clicking the tick boxes in the Tab "emissions".

In the above example you see that Casper and Samuel have been granted permission to read inspection results. They cannot modify or delete an inspection result of other users.

Easy to Inspect
check, report analyse

The last step is to assign users to the group. In this example, Group 'North' consists of following Easy to Inspect users.

| User group info | Users who have permissions on other users | Permissions | Access to Users |

Define from which users the inspection data may be used. Select the users, that will be assigned to this user group. The inspection data of the users that are selected here can be accessed by the entitled users. E.g. all members of the Maintenance team or all employees of region South (organizational units). This group applies to all users, if no users are selected.

☐ All users

☐ Assitan Leclerq

☐ Audrey Whitaker

☐ Brad

☑ Casper Lemarque

☐ Danielle Pillitzer

☐ Eva Jankoski

☐ Huw Song-Ta

☑ Lisa Nielsen

☑ Luke Gray

☐ Mamadou Loupatty

☐ Robert Fisker

☑ Samuel Loscalzo

Save Cancel

When you are finished, save your settings.

You can always check your settings by clicking on editing your user groups.

User groups

A user group grants access to the inspection data of other users and defines the type of access level (create, read, update, delete). A user group defines wat an entitled user is allowed to do with the data of other users (view, edit, delete, etc.). For example to view, edit, delete results of other members of your team.

☰ ⌄	Admin all results
☰ ⌄	Admin all noks
☰ ⌄	North

✎ Edit
🗑 Delete

If you would like to see, which user has permissions on what user group, you can also check via the "My user" menu. In our example Casper (and Samuel) are entitled to Group North which is displayed in the column "Roles and usergroups".

| **12** Selection | **10 / 15** Normal users | **2 / 30** Action only users |

	Name	Email	User type	Roles and usergroups	2-factor	Last updated (created)	State
☰ ⌄	Assitan Leclerq	assitan@steelcorp.nl ✉	Normal	**Roles:** Inspect, Take action, Analyse **User groups:**		01-01-2025 09:36 (01-01-2025 09:36)	Active
☰ ⌄	Audrey Whitaker	audrey@steelcorp.nl	Take actions only	Take actions only		01-01-2025 10:04 (01-01-2025 10:04)	Active
☰ ⌄	Brad	brad@steelcorp.nl	Normal	**Roles:** System Admin, Checklist Admin, Inspect, Take action, Analyse **User groups:** Admin all results, Admin all noks		01-01-2025 09:32 (01-01-2025 09:32)	Active
☰ ⌄	Casper Lemarque	casper@steelcorp.nl ✉	Normal	**Roles:** Inspect, Take action, Analyse **User groups:** North		01-01-2025 09:38 (01-01-2025 09:38)	Active
☰ ⌄	Danielle Pillitzer	danielle@steelcorp.nl ✉	Normal	**Roles:** Inspect, Take action, Analyse **User groups:**		01-01-2025 09:40 (01-01-2025 09:40)	Active
☰ ⌄	Eva Jankoski	eva@steelcorp.nl	Take actions only	Take actions only		01-01-2025 10:04 (01-01-2025 10:04)	Active
☰ ⌄	Huw Song-Ta	huw@steelcorp.nl ✉	Normal	**Roles:** Inspect, Take action, Analyse **User groups:**		01-01-2025 10:02 (01-01-2025 10:02)	Active
☰ ⌄	Lisa Nielsen	lisa@steelcorp.nl ✉	Normal	**Roles:** Inspect, Take action, Analyse **User groups:**		01-01-2025 10:01 (01-01-2025 10:01)	Active
☰ ⌄	Luke Gray	luke@steelcorp.nl ✉	Normal	**Roles:** Inspect, Take action, Analyse **User groups:**		01-01-2025 10:33 (01-01-2025 09:57)	Active
☰ ⌄	Mamadou Loupatty	mamadou@steelcorp.nl ✉	Normal	**Roles:** System Admin **User groups:**		01-01-2025 09:37 (01-01-2025 09:37)	Active
☰ ⌄	Robert Fisker	robert@steelcorp.nl ✉	Normal	**Roles:** Inspect, Take action, Analyse **User groups:**		01-01-2025 10:01 (01-01-2025 10:01)	Active
☰ ⌄	Samuel Loscalzo	samuel@steelcorp.nl ✉	Normal	**Roles:** Inspect, Take action, Analyse **User groups:** North		01-01-2025 09:38 (01-01-2025 09:38)	Active