eOPF user groups & roles

|  |
| --- |
| **eOPF User Groups -** Groups are specific agency populations (e.g., HR Specialists, Benefits officers, employees).  A user must be in a minimum of one group but can be included in more than one groups.  The Default Administrator grants or denies access to functionality and to folders for each Group. |
| **Basic User Group -** View and print documents in own eOPF (all NIH federal employees) |
| **HR Specialists Group -** View & print documents in own eOPF and other employees’ eOPFs |
| **Purge Group -** Member of HR Specialists Group with a full license who can purge deleted documents from the Deleted Folder Side of other employees’ eOPFs |
| **Transfer Group** - Perform gaining agency & losing agency transfer actions in eOPF; requires agency to create a customized group (e.g., Transfer Group) to which access to Transfer functionality is assigned |
|  |
| **Default Administration Group -** Has access to functionality for User Admin, App Admin, and System Admin |
| **Password Administrator Group (eOPF PWD Admin)** – Performs eOPF password administration for the agency |
|  |
| **User Administration Functionality (User Admin) -** Grants access to modify eOPF settings related to user information, groups, and permissions.  User Admin also provides the ability to generate Password Letters. |
| **Application Administration Functionality (App Admin)** – Grants access to modify Forms, Types, Folder Sides, and other settings related to eOPF document indexing.  App Admin also provides the ability to grant access to a user’s eOPF folder. |
| **System Administration Functionality** **(System Admin)** - Grants access to eOPF system settings, such as system settings and PO ID Administrator email addresses. |
| **Super Administrator** – Manages the access of Super Users & other Administrators to POID(s). Note: The agency's eOPF Super Administrator is configured in the eOPF application by the EHRI PMO.   |
| **Super User -** Member of HR Specialists Group who can access employee eOPFs in more than one POID/Organization Code/Activity Code combination |
|  |