

II USER ROLES

Field	Description
View Only	Can view any module but cannot edit, delete, or add any record to the system.
Planner	Can upload a PRL. Sees all non-activated PRLs.
Requestor	Can build a request and validate it so it can be approved. Requestors see requirements belonging to them or to someone for whom they are a delegate provided the status is AI (additional info required). They also see requirements belonging to them or someone for whom they are a delegate that has been processed (either Mobed or Demobed). They can activate a PRL. Requestors select the Tasked Approver for each requirement when they submit the requirement for Approval.
Approver	Can build a request, validate, and approve a request. Approvers cannot source a request. They see Requirements tasked to them or to someone for whom they are designated that are in VA (Validated to Approver), PS (partially sourced), or RV (reviewed) status. The approver role can belong to members from District, Sector, PSC-PSD-SSB, or FORCECOM Level. Can generate a RFF Message, provided they were the original creator/approvers.
Sourcer	Can build a request, validate, approve, and source a request. Processors see all Approved or Partially Sourced requirements (both IA and PRL) tasked to their District, or if they belong to PSC-PSD-SSB or FORCECOM, requirements belonging to that group. If the sourcing end date is less than the requirement end date, the Processor is now forced to select Partially Sourced, Sourced, Shortfall to PSC-PSD-SSB, or Shortfall to FORCECOM as the tasking status. If one of the Shortfalls is selected, the requirement returns to the appropriate scorecard. Can generate an orders ready message.
Processor	Can build a request, validate, approve, and source a request. Processors see all Approved or Partially Sourced requirements (both IA and PRL) tasked to their District, or if they belong to PSC-PSD-SSB or FORCECOM, requirements belonging to that group. If the sourcing end date is less than the requirement end date, the Processor is now forced to select Partially Sourced, Sourced, Shortfall to PSC-PSD-SSB, or Shortfall to FORCECOM as the tasking status. If one of the Shortfalls is selected, the requirement returns to the appropriate scorecard. Can generate an orders ready message.
Administrator	Can do all of the functions that that Processor can do in addition to grant access to all roles below them. Cannot access table maintenance or assign users the role of System Administrator.
System Administrator	Can do all of the above plus administrative functions. Sees all requirements meeting the above criteria on each scorecard, without consideration of Tasking DISTRICTs or Tasked Approvers. Can retask a requirement to another

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	DISTRICT. Can un-cancel requirements that have been cancelled. The System Administrator is also able to resend Command Approval emails used for the Volunteer Bulletin Board. Can duplicate any requirements to a VA status. Can grant access to all users, including Administrators and SysAdmins.

All MRTT menu options are visible but the functionality to which you have access may be restricted depending upon your user role. The following table lists the modules available to users of different roles.

User Access to Modules by Role

Role	RTM	SM	MPM	ADMIN
Planner	Partial access	Denied	Denied	Denied
Requestor	Partial access	Denied	Denied	Denied
Approver	Partial access	Denied	Denied	Denied
Sourcer	Full access	Full access	Denied	Denied
Processor	Full access	Full access	Full access	Denied
Viewer	View Only	View Only	View Only	View Only
Administrator	Full access	Full access	Full access	Partial access
System Administrator	Full access	Full access	Full access	Full access

If you attempt to access a feature or a module to which you are not permitted access, a message displays and you are not able to continue. See *Managing Users in Section 17 of this manual* for more information. The following figure shows the message you see if you attempt to access a feature for which you are not assigned access rights.

Access Denied Message

