

User Privileges Guide

This guide helps administrators assign user privileges when creating or modifying user roles within Chemwatch.

Use this guide alongside your organisation's user roles to ensure users have the appropriate level of access while following the principle of least privilege.



BASIC USER



POWER USER



MANAGER



ADMINISTRATOR



Core

The Core privileges control access to the core functions of Chemwatch, including folders, materials, searches, reports, SDS documents and supporting features. Most users only require viewing privileges, while editing and configuration privileges should generally be limited to managers or administrators.

TYPICAL USER

-  Basic User
-  Power User
-  Manager
-  Administrator

RECOMMENDATION

-  **Standard**
Most users in this role should have this.
-  **Optional**
Assign if the role requires it.
-  **Restricted**
Assign only to trusted users when necessary.

Privilege	Description	Typical User	Recommendation
View Folders	View folders and navigate the folder structure.	 Basic User	Standard
Manage Folders	Create, edit, move and delete folders.	 Manager	Optional
Rename Folders	Rename existing folders.	 Manager	Optional
View Hidden Folders	View folders that have been hidden from standard users.	 Manager	Optional
Hide/Unhide Folders	Hide or restore folders from view.	 Manager	Restricted
Access to Simple View	Use the simplified interface for viewing and managing materials.	 Basic User	Standard
Manage Volumes	Add, edit and manage chemical quantities stored in folders.	 Power User	Optional

Privilege	Description	Typical User	Recommendation
Manage Preferred Names	Create, edit and manage preferred names displayed for materials.	 Power User	Optional
View Tags	View tags assigned to materials.	 Basic User	Standard
Manage Tags	Create, edit and delete material tags.	 Power User	Optional
View Part Numbers	View manufacturer or internal part numbers assigned to materials.	 Basic User	Standard
Manage Part Numbers	Add, edit and remove part numbers assigned to materials.	 Power User	Optional
View Hidden Materials	View materials that have been hidden from standard users.	 Manager	Optional
Hide and Unhide Materials	Hide or restore materials from view.	 Manager	Optional
Manage Outback Folders	Create and manage Outback document folders.	 Administrator	Restricted
Search in Full Database	Search the entire Chemwatch database instead of only your inventory.	 Basic User	Standard
Run Queries in Query Builder	Run saved queries to search for materials and information.	 Basic User	Optional
Manage Queries in Query Builder	Create, edit, save and delete search queries.	 Power User	Optional
Open Gold SDS Document	Open and view Chemwatch Gold SDS documents.	 Basic User	Standard
Open Vendor SDS Document	Open and view supplier SDS documents.	 Basic User	Standard

Privilege	Description	Typical User	Recommendation
Open Mini SDS Document	Open and view Mini SDS documents.	 Basic User	Standard
Open Labels	View and print chemical labels.	 Basic User	Standard
Access to Report Generator	Generate, view and export reports using the Report Generator.	 Power User	Optional
Manage QR codes and external links	Create and manage QR codes and external links for documents and materials using the SDS QR feature.	 Power User	Optional
Generate Folder QR code	Generate QR codes for individual folders or the entire folder tree using the Inventory QR option.	 Power User	Optional
Disable Google Analytics	Disable Google Analytics tracking for the user.	 Administrator	Restricted
Change Auto Approval Status	Change the automatic approval status (Approved, conditional or not approved) applied to materials or requests.	 Manager	Restricted
Access to GraphQL API	Allow external applications to access Chemwatch data through the GraphQL API.	 Administrator (IT)	Restricted
Manage Placarding and Manifest Filter Settings	Configure the quantities and thresholds used for placarding and manifest report filter settings.	 Administrator	Restricted
Manage IFC Filter Settings	Configure International Fire Code (IFC) filter settings.	 Administrator	Restricted
Access to EPD/HPD	View Environmental Product Declarations (EPD) and Health Product Declarations (HPD), where available.	 Power User	Optional
Access to Offline Archive	Access to documents stored in the Offline Archive.	 Power User	Optional

Risk Assessments

The Risk Assessments privileges control access to Chemwatch's health and storage risk assessment tools, including the ILO and UN assessment models, controls, PPE, jobs, reports and archived assessments. Most users only require access to complete assessments, while configuration and administration privileges should be limited to experienced users.

TYPICAL USER

-  Basic User
-  Power User
-  Manager
-  Administrator

RECOMMENDATION

-  **Standard**
Most users in this role should have this.
-  **Optional**
Assign if the role requires it.
-  **Restricted**
Assign only to trusted users when necessary.

Privilege	Description	Typical User	Recommendation
Access to ILO mode	Create and complete health risk assessments using the ILO model.	 Basic User	Standard
Access to UN mode	Create and complete storage compatibility risk assessments using the UN model.	 Basic User	Standard
Manage Risk Assessments	Create, edit and manage risk assessments.	 Power User	Standard
Select Controls	Select and apply control measures within risk assessments.	 Power User	Standard
Select PPE	Select personal protective equipment (PPE) within risk assessments.	 Power User	Standard
Manage User-Defined Tasks	Create and manage custom tasks used within risk assessments.	 Power User	Optional
Manage Jobs	Create, edit and manage risk assessment jobs.	 Power User	Optional

Privilege	Description	Typical User	Recommendation
View RA Archive	View archived risk assessments.	 Power User	Optional
Manage RA Archive	Manage archived risk assessments, including updates and removal.	 Administrator	Restricted
Manage Risk Assessments Settings	Configure system-wide risk assessment settings.	 Administrator	Restricted
Customise ILO Controls	Create or modify the available ILO control measures.	 Administrator	Restricted
Manage Create Simple Reports	Create and manage simple risk assessment report templates.	 Power User	Optional
Manage Assessed Signature	Manage the signature used for the assessor on risk assessments.	 Power User	Optional
Manage Approved Signature	Manage the approval signature displayed on risk assessments.	 Manager	Optional

Settings

The Settings privileges allow administrators to configure system settings, manage users and roles, customise branding, and maintain system administration features. These privileges should generally be limited to administrators.

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-  Basic User
-  Power User
-  Manager
-  Administrator

RECOMMENDATION

-  **Standard**
Most users in this role should have this.
-  **Optional**
Assign if the role requires it.
-  **Restricted**
Assign only to trusted users when necessary.

Privilege	Description	Typical User	Recommendation	Note
Manage General Settings	Configure the system's general settings and user interface options.	 Power User	Optional	Most users configure their own user interface settings and default search parameters.
Manage SDS Settings	Configure how SDS documents are displayed and generated.	 Administrator	Restricted	
Add SDS Logo	Upload and manage the logo displayed on SDS documents.	 Administrator	Restricted	
Manage User Settings	Configure user account settings.	 Administrator	Restricted	
Manage User Privileges	Assign and modify user privileges.	 Administrator	Restricted	
Invite New Users	Invite new users to access the system.	 Administrator	Restricted	

Privilege	Description	Typical User	Recommendation	Note
View Users Groups	View user groups configured within the system.	 Manager	Optional	
Manage Users Groups	Create, edit and manage user groups.	 Administrator	Restricted	
View Users Roles	View user roles configured within the system.	 Manager	Optional	
Manage Users Roles	Create, edit and manage user roles.	 Administrator	Restricted	
Access to Outgoing SDS Settings	Configure settings used when sharing or distributing SDS documents.	 Administrator	Restricted	
Manage Outback Logo	Upload and manage the Outback application logo.	 Administrator	Restricted	
Manage Notifications	Configure system notifications and alerts.	 Administrator	Restricted	
Invite Public Users	Create a public user and generate an auto-login URL for direct account access without requiring the user to sign in.	 Administrator	Restricted	
Change Password	Change your own account password.	 Basic User	Standard	

Label Designer

The Label Designer privileges control access to creating, editing and exporting chemical label templates.

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-  Basic User
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-  Administrator

RECOMMENDATION

-  **Standard**
Most users in this role should have this.
-  **Optional**
Assign if the role requires it.
-  **Restricted**
Assign only to trusted users when necessary.

Privilege	Description	Typical User	Recommendation
Manage Labels	Create, edit and manage chemical label templates.	 Power User	Optional
Save Template into Disk	Save label templates to your computer.	 Power User	Optional

Credo

The Credo privileges provide access to Chemwatch's mixture authoring tools.

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RECOMMENDATION

-  **Standard**
Most users in this role should have this.
-  **Optional**
Assign if the role requires it.
-  **Restricted**
Assign only to trusted users when necessary.

Privilege	Description	Typical User	Recommendation
Access to AuthorITe	Access the AuthorITe module to author Safety Data Sheets (SDS).	 Power User	Optional
Access to Credo	Access the Credo module to create and manage chemical mixtures.	 Power User	Optional

Analytics

The Analytics privileges control access to dashboards and analytical reporting.

TYPICAL USER

-  Basic User
-  Power User
-  Manager
-  Administrator

RECOMMENDATION

-  **Standard**
Most users in this role should have this.
-  **Optional**
Assign if the role requires it.
-  **Restricted**
Assign only to trusted users when necessary.

Privilege	Description	Typical User	Recommendation
View Dashboards	View dashboards and analytical information.	 Power User	Standard
Manage Dashboards	Create, edit and manage dashboards.	 Manager	Optional
Access User Dashboard	View analytics and activity relating to system users.	 Manager	Standard
Manage User Dashboard	Customise and manage the User Dashboard, including the information displayed.	 Manager	Standard

Registration Request

The Registration Request module allows users to submit requests for new products and related registrations.

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-  Basic User
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-  Manager
-  Administrator

RECOMMENDATION

-  **Standard**
Most users in this role should have this.
-  **Optional**
Assign if the role requires it.
-  **Restricted**
Assign only to trusted users when necessary.

Privilege	Description	Typical User	Recommendation	Note
Submit Registration Requests	Submit registration requests for new products or materials.	 Power User	Optional	Ensure users are aware of potential registration fees.

Form Builder

The Form Builder privileges allow users to create and manage custom forms used throughout Chemwatch.

TYPICAL USER

-  Basic User
-  Power User
-  Manager
-  Administrator

RECOMMENDATION

-  **Standard**
Most users in this role should have this.
-  **Optional**
Assign if the role requires it.
-  **Restricted**
Assign only to trusted users when necessary.

Privilege	Description	Typical User	Recommendation
Access to Form Builder	Access the Form Builder module.	 Manager	Optional
Manage Forms in Form Builder	Create, edit and manage custom forms.	 Manager	Optional

Approvals

The Approvals privileges control access to Chemwatch's approvals workflow, including workflow design, request management and approval processing. These privileges should generally be assigned only to users responsible for reviewing or approving requests.

TYPICAL USER

-  Basic User
-  Power User
-  Manager
-  Administrator

RECOMMENDATION

-  **Standard**
Most users in this role should have this.
-  **Optional**
Assign if the role requires it.
-  **Restricted**
Assign only to trusted users when necessary.

Privilege	Description	Typical User	Recommendation	Note
Access to Approvals	Access the Approvals module.	 Basic User	Standard	If approvals setup, all users will need access to view requests.
Access to Workflow Constructor	Create and modify approval workflows.	 Administrator	Restricted	
Manage Approvals Requests	Review, process and manage approval requests.	 Manager	Optional	Any user listed as a stakeholder above the request stage will need this privilege.
Manage Reorders	Manage reorder requests within the approvals process.	 Administrator	Optional	
Manage Priority System	Configure request priority levels used in the approvals workflow.	 Administrator	Restricted	
Access to Workflow View tab	View workflow diagrams and approval progress.	 Power User	Standard	Users will only see their stage in workflow view.

Privilege	Description	Typical User	Recommendation	Note
Submit Approval SDS Requests	Submit requests for SDS approval.	 Basic User	Standard	

SiSOT

The SiSOT (Scan-in Scan-out) privileges control chemical inventory management, including products, containers, barcode scanning, stocktakes and approval requests. These privileges are typically assigned to users responsible for maintaining the chemical inventory.

TYPICAL USER

-  Basic User
-  Power User
-  Manager
-  Administrator

RECOMMENDATION

-  **Standard**
Most users in this role should have this.
-  **Optional**
Assign if the role requires it.
-  **Restricted**
Assign only to trusted users when necessary.

Privilege	Description	Typical User	Recommendation	Note
Access to SiSOT	Open and use the SiSOT inventory management module.	 Power User	Standard	
Add/Edit Products	Create, edit and manage products within the inventory.	 Power User	Standard	
Add/Edit Containers	Create, edit and manage chemical containers.	 Power User	Standard	
Manage SiSOT Barcode Settings	Configure barcode settings used by SiSOT.	 Administrator	Restricted	
Manage Container Settings	Configure system-wide container settings, including notifications when volume limits are exceeded and when containers expire.	 Administrator	Restricted	
Manage Container Wizard Settings	Configure the Container Wizard used when creating containers, including whether users can change the CAS number and upload external SDS documents.	 Administrator	Restricted	

Privilege	Description	Typical User	Recommendation	Note
Manage SiSOT Stocktake Settings	Configure stocktake settings and options, including scheduling and initiating stocktakes.	 Administrator	Optional	A manager may also need access if they are responsible for scheduling stocktakes.
Bulk Import	Import multiple products or containers into SiSOT at once.	 Power User	Optional	
SiSOT Requests	Submit inventory-related requests through SiSOT, such as moving containers between folders.	 Basic User	Standard	
SiSOT Approver	Review and approve SiSOT requests, such as requests to move containers between folders.	 Manager	Standard	

Chemwatch SmartSuite Mobile Assistant

The Chemwatch SmartSuite Mobile Assistant privileges control access to the mobile application and its available features.

TYPICAL USER

-  Basic User
-  Power User
-  Manager
-  Administrator

RECOMMENDATION

-  **Standard**
Most users in this role should have this.
-  **Optional**
Assign if the role requires it.
-  **Restricted**
Assign only to trusted users when necessary.

Privilege	Description	Typical User	Recommendation
SmartSuite Core	Access the core features of the SmartSuite mobile application.	 Basic User	Standard
SmartSuite Risk Assessments	Access and complete risk assessments using the SmartSuite mobile application.	 Power User	Standard

Other Modules

The following modules provide access to specialised Chemwatch features that support specific workplace functions. Depending on your organisation's requirements, these modules may be assigned to users responsible for transport, industrial hygiene, waste management, chemical analysis or other specialised activities.

TYPICAL USER

-  Basic User
-  Power User
-  Manager
-  Administrator

RECOMMENDATION

-  **Standard**
Most users in this role should have this.
-  **Optional**
Assign if the role requires it.
-  **Restricted**
Assign only to trusted users when necessary.

Privilege	Description	Typical User	Recommendation	Module/Feature
Access to Transport	Open and use the Transport module 4PL.	 Power User	Optional	Transport
Access to Heatmap	View heatmaps displaying chemical or inventory information.	 Manager	Optional	Heatmap
Access to Industrial Hygiene	Open and use the Industrial Hygiene module.	 Power User	Standard	Industrial Hygiene
Manage Industrial Hygiene	Create, edit and manage industrial hygiene records.	 Manager	Standard	Industrial Hygiene
Manage Industrial Hygiene Settings	Configure Industrial Hygiene module settings.	 Administrator	Restricted	Industrial Hygiene
Access to Waste	Open and use the Waste management module.	 Power User	Optional	Waste
Access to Chemist ToolBox	Open and use the Chemist ToolBox module.	 Power User	Optional	Chemist ToolBox

Recommended Privilege Matrix

Privilege	Basic User	Power User	Manager	Administrator
Core				
View Folders	✓	✓	✓	✓
Manage Folders			✓	✓
Rename Folders			✓	✓
View Hidden Folders			✓	✓
Hide/Unhide Folders			✓	✓
Access to Simple View	✓	✓	✓	✓
Manage Volumes		✓	✓	✓
Manage Preferred Names		✓	✓	✓
View Tags	✓	✓	✓	✓
Manage Tags		✓	✓	✓
View Part Numbers	✓	✓	✓	✓
Manage Part Numbers		✓	✓	✓
View Hidden Materials			✓	✓

Privilege	Basic User	Power User	Manager	Administrator
Hide and Unhide Materials			✓	✓
Manage Outback Folders				✓
Search in Full Database	✓	✓	✓	✓
Run Queries in Query Builder	✓	✓	✓	✓
Manage Queries in Query Builder		✓	✓	✓
Open Gold SDS Document	✓	✓	✓	✓
Open Vendor SDS Document	✓	✓	✓	✓
Open Mini SDS Document	✓	✓	✓	✓
Open Labels	✓	✓	✓	✓
Access to Report Generator		✓	✓	✓
Manage QR Codes & External Links		✓	✓	✓

Privilege	Basic User	Power User	Manager	Administrator
Generate Folder QR Code		✓	✓	✓
Disable Google Analytics				✓
Change Auto Approval Status			✓	✓
Access to GraphQL API				✓
Manage Placarding & Manifest Filter Settings				✓
Manage IFC Filter Settings				✓
Access to EPD/HPD		✓	✓	✓
Access to Offline Archive		✓	✓	✓
Open Labels	✓	✓	✓	✓
Risk Assessments				
Access to ILO Mode	✓	✓	✓	✓
Access to UN Mode	✓	✓	✓	✓
Manage Risk Assessments		✓	✓	✓
Select Controls		✓	✓	✓

Privilege	Basic User	Power User	Manager	Administrator
Select PPE		✓	✓	✓
Manage User-Defined Tasks		✓	✓	✓
Manage Jobs		✓	✓	✓
View RA Archive		✓	✓	✓
Manage RA Archive				✓
Manage Risk Assessment Settings				✓
Customise ILO Controls				✓
Manage Create Simple Reports		✓	✓	✓
Manage Assessed Signature		✓	✓	✓
Manage Approved Signature			✓	✓
Settings				
Manage General Settings		✓	✓	✓
Manage SDS Settings				✓
Add SDS Logo				✓

Privilege	Basic User	Power User	Manager	Administrator
Manage User Settings				✓
Manage User Privileges				✓
Invite New Users				✓
View User Groups			✓	✓
Manage User Groups				✓
View User Roles			✓	✓
Manage User Roles				✓
Access to Outgoing SDS Settings				✓
Manage Outback Logo				✓
Manage Notifications				✓
Invite Public Users				✓
Change Password	✓	✓	✓	✓
Label Designer				
Manage Labels		✓	✓	✓
Save Template into Disk		✓	✓	✓
Credo				
Access to AuthorITe		✓	✓	✓

Privilege	Basic User	Power User	Manager	Administrator
Access to Credo		✓	✓	✓
Analytics				
View Dashboards		✓	✓	✓
Manage Dashboards			✓	✓
Access User Dashboard			✓	✓
Manage User Dashboard			✓	✓
Registration Request				
Submit Registration Requests		✓	✓	✓
Form Builder				
Access to Form Builder			✓	✓
Manage Forms in Form Builder			✓	✓
Approvals				
Access to Approvals	✓	✓	✓	✓
Access to Workflow Constructor				✓
Manage Approval Requests			✓	✓

Privilege	Basic User	Power User	Manager	Administrator
Manage Reorders				✓
Manage Priority System				✓
Access to Workflow View Tab		✓	✓	✓
Submit Approval SDS Requests	✓	✓	✓	✓
SiSOT				
Access to SiSOT		✓	✓	✓
Add/Edit Products		✓	✓	✓
Add/Edit Containers		✓	✓	✓
Manage SiSOT Barcode Settings				✓
Manage Container Settings				✓
Manage Container Wizard Settings				✓
Manage SiSOT Stocktake Settings				✓
Bulk Import		✓	✓	✓
SiSOT Requests	✓	✓	✓	✓
SiSOT Approver			✓	✓

Privilege	Basic User	Power User	Manager	Administrator
Chemwatch SmartSuite Mobile Assistant				
SmartSuite Core	✓	✓	✓	✓
SmartSuite Risk Assessments		✓	✓	✓
Other Modules				
Access to Transport		✓	✓	✓
Access to Heatmap			✓	✓
Access to Industrial Hygiene		✓	✓	✓
Manage Industrial Hygiene			✓	✓
Manage Industrial Hygiene Settings				✓
Access to Waste		✓	✓	✓
Access to Chemist ToolBox		✓	✓	✓