# Master Permissions List

Below you'll find the different permissions currently available within OnBoard.
To view more in-depth breakdown of OnBoard's permissions, please check our article Understanding OnBoard Permissions.

| Permission | Organization | Group | Meetings | Agenda Section | Resources | Actions (Approvals, Assessments, eSignatures, Questionnaires, Signatures) |
|---|---|---|---|---|---|---|
| Admin | Can create Meetings, Groups, Resources, Actions, and Announcements. Can edit/invite Users. Can change Organization Settings. | Can edit Group details and Group Member list. | Can edit meeting details, member access, agenda, and book documents. | Can edit agenda section details and section permissions. | Can upload new resources, create/rename resource folders, move resources between folders, and control user access to folders. | Unable to participate in Actions, but has full edit permissions. |
| Creator | Can create Meetings, Groups, Resources, and Actions. | Can create Groups. | Can create Meetings. | Can create and edit agenda sections in meetings they've created. | Can create Resources and upload documents to created folders. | Can create Actions. |
| Member | Read-only access to the organization. | Read-only access to Group details. | If added as Reader. | If added as Reader. | If added as Reader. | If added as Voter/Respondent. |
| Reader | X | X | Read-only access to meeting details, agenda, and book. | Read-only access to this section of the agenda and board book. | Read-only access to folders and documents within this folder. | X |
| Contributor | X | X | Can upload documents to any agenda section | Able to upload a document to this agenda section. | X | X |
| Voter/ Respondent/ Signer | X | X | X | X | X | Can participate in an Action. |
| Admin & (Voter/ Respondent/ Signer) | X | X | X | X | X | Can participate in an Action and has full edit permissions. |
| Commenter | X | X | X | X | X | Can view and participate in Approval Discussions but is unable to vote. |
| Exclude | X | X | Complete removal of access to meeting. Overrides all other access. | Complete removal of access to agenda section. Overrides all other access. | Complete removal of access to Resource. Overrides all other access. | Complete removal of access to an Action. Overrides all other access. |

## Special Feature Permissions

Tasks, Messenger, Meeting Minutes, Meeting Analytics, and Roles & Terms all have permissions specific to them:

- Any user can create or assign a Task.
- Any user can send and receive messages if Messenger is enabled for your Organization.
- Roles & Terms can only be managed and set by Organization Admins.
- Meeting Admins are the only ones who can manage Meeting Minutes, however they can share Minutes with other users.
- Meeting Analytics can be viewed by any user with access to the Meeting.