Team Member Roles & Responsibility

✓ Included – Not included

Action	Owner	Admin	Manager	Inspector
ACCOUNT & BILLING				
Create company account	✓	–	–	–
Customize company account	✓	–	–	–
Manage payments	✓	–	–	–
TEAM				
Invite team members	✓	✓	✓	–
Edit/remove team members	✓	✓	–	–
CLIENTS & PROJECTS				
Add, edit, delete clients	✓	✓	–	–
Add, edit, delete projects	✓	✓	✓	–
Assign projects to team members	✓	✓	✓	–
Archive/unarchive projects	✓	✓	✓	✓
Manage all projects	✓	✓	–	–
SITE VISITS				
Create and edit site visits	✓	✓	✓	✓
Delete site visits	✓	✓	✓	–
Assign site visits	✓	✓	✓	–
Manage all site visits	✓	✓	–	–
WORK ORDERS				
Create, edit, delete work orders	✓	✓	✓	✓
Assign work orders	✓	✓	✓	–
Manage all work orders	✓	✓	–	–
Create, edit, delete work order tasks	✓	✓	✓	✓
Assign work order tasks	✓	✓	✓	–
Manage all work order tasks	✓	✓	–	–
TEMPLATES				
Access default templates	✓	✓	✓	–
Add, edit, delete templates	✓	✓	✓	–
REPORTS				
Generate/delete reports	✓	✓	✓	✓
Share assigned reports	✓	✓	✓	–
Share all reports	✓	✓	–	–
Create, edit, delete report customizations	✓	✓	–	–
See list of viewers	✓	✓	–	–