Description of FASA Roles

FASA Viewer
- View transaction.
- Search for actions in assigned organization.
- Report on actions in assigned organization.

FASA User (Originator)
- Start transaction, add data, attachments and comments, and submit transactions for approval.
- Cancel and start transaction over before it has been submitted.
- Withdraw a transaction after it has been submitted.
- Withdraw a transaction after it has been submitted.
- Search for actions in assigned organization.
- Report on actions in assigned organization.
- An authorized user granted access as "Contributor" may perform same capabilities on open transaction as the "Originator."

FASA Department Approver
FASA Division Approver
FASA School Approver
- Start transaction, add data, attachments and comments, and submit transactions for approval (and, in this case, cancel and start a transaction over before it has been submitted).
- Withdraw transaction after it has been submitted) and/or,
- Approve/deny transaction.
- Return an action to approver lower on approval hierarchy.
- Reassign an action to another approver.
- Add another approver.
- Edit transaction data, add/delete attachments, add comments.
- Search for actions in assigned organization.
- Report on actions in assigned organization—More than one name may appear in the drop-down menu for each approver level (division, department, school) but the approver workflow allows the selection of only one name for each level.

Institutional Approver
- Provides final level of review required for the transaction (e.g., Provost's Office).
- Set automatically by the system.

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