

Quick Reference User Guide A

eCivis User Roles

There are four roles in eCivis that users may be assigned to:

- OMAH - Organization Master Account Holder
 - Project Creation: can create projects in any department.
 - Visibility: has visibility into every project in every department throughout the organization, including CBOs (nonprofits).
 - Reporting: can run reports to retrieve any information from any project, any department, or any user activity.
 - Account Management: has the ability to add or delete users, reset user passwords, run activity reports on the organization's users, and generate emails to all users.

**Please note: Only team members of the Office of Grants and Federal Resources (GFR) are in the OMAH role*

- DMAH - Department Master Account Holder

This role should be the Agency's direct contact for grants-related information for internal and external stakeholders such as GFR.

 - Project Creation: can create projects in the user's assigned department(s).
 - Visibility: has visibility into every project in the user's assigned department(s).
 - Reporting: can run reports to retrieve any information from any project in the user's assigned department(s).
 - Account Management: has the ability to add or delete users, reset user passwords, run activity reports on the users in his/her assigned departments and generate emails to all users in his/her assigned department(s).
- Department

This role is a user who is assigned to a specific department(s) only.

 - Project Creation: can create projects in the user's assigned department(s).
 - Visibility: has visibility into project he/she is assigned to ONLY.
 - Reporting: The user cannot run reports.
 - Account Management: has no organization or departmental account management access.
- Nonprofit (CBO)
 - Project Creation: can create projects in the user's assigned department(s).
 - Visibility: has visibility into project he/she is assigned to ONLY.
 - Reporting: The user cannot run reports.
 - Account Management: has no organization or departmental account management access. Understanding User Roles

***Users may be assigned to multiple departments if needed. For example, if a Budget Analyst needs to have DMAH responsibilities for more than one department, but not the entire organization, that person can be assigned to all the departments they need access to as a DMAH.