HP Records Manager

User Types

What a user can do in HP Records Manager depends on a number of factors including user type and security setting associated with the user's HPRM Profile.

A user may belong to one of the following user types depending on the activities needed to be performed using HPRM.

Inquiry User	Records Coordinator	Records Manager
Search View Records	Search Create Records Modify Records View Records Update Document Add notes Finalise Attach Actions Complete Actions Generate Reports	Search Create Records Modify Records View Records Update Document Add notes Finalise Un-finalise Attach Actions Complete Actions Manage record access Generate Reports

It is also worth noting that security and access controls on individual HPRM item would also determine the user's access to the items.
For example: a user who can create records of a particular record type may not be able to create records of another record type.