## Most Commonly Used COMPASS Security Profiles

<table>
<thead>
<tr>
<th>Profile Name (and description)</th>
<th>What You Can Do with This Profile</th>
<th>Who Might Use this Profile</th>
<th>Other Profiles You Can Request</th>
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</table>
| **BUILDING_GROUNDS1** (Building and Grounds Worker) | **Labor:** View and enter labor for themselves.  
**Work Orders:** Can view work orders.  
**Schedules:** Can use the current schedule form. | B&Gs, B&G Students |  |
| **BUILDING_GROUNDSS** (Senior Building and Grounds Worker) | **Labor:** View and enter labor for themselves.  
**Work Orders:** View work orders, notes, and audit information.  
**Service Requests:** Create and update service requests.  
**Schedules:** Can use both the service request workbench and current schedule form. | Senior B&Gs | **Daily Scheduling:** Allows user to do both daily and quick (multi-schedule) scheduling.  
**Work Order Update:** Allows the user to make updates to the work order (excludes the ability to close work orders) |
| **FIELDSTAFF** (Field Staff) | **Labor:** View and enter labor for themselves.  
**Work Orders:** View and update work orders. View work order cost summary, notes, wo emails, and audit information. Can also print work order tickets.  
**Schedules:** Can use the current schedule form.  
**Inventory/Parts:** Order parts via MDOCS / issue requests. View material catalogs and part record information. Can also create and update BOMs.  
**Purchasing:** View PREQs, PCOCs, POs, and vendor information.  
**Other:** View equipment, facility, and miscellaneous cost records. Can use both equipment and facility workbenches.  
**Reports:** Access to report available via the forms they have access to (e.g. From WO form - work order ticket, from Current Schedule form - work order detail by assignment, etc.) | Plumber, Mech 1, Electrician | **Daily Scheduling:** allows user to do both daily and quick (multi-schedule) scheduling.  
**Special PREQ Approval:** Allows the user to create and update PREQs, create and update POCOs, and approve invoices.  
**Work Order Closing:** Allows users to close work orders |
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| LEAD_WORKER (Field Staff Lead Worker) | **Labor**: View and enter labor for themselves.  
**Work Orders**: View, update, and create work orders. View work order cost summary, notes, procedure library information, wo emails, and audit information. View and update audit information. Print work order tickets.  
**Service Requests**: View, update, and create service requests.  
**Schedules**: Can use both the current and daily scheduling forms. Also has access to do quick scheduling (via multi-schedule form).  
**Inventory/Parts**: Order parts via MDOCS / issue requests. View material catalogs and part record information. Can also create and update BOMs.  
**Purchasing**: View, updated, and create PREQs and PCOCs. Can approve POCOs and Invoices. Cn view POs, and vendor information.  
**Other**: View equipment, facility, PM, route, capital & mini projects, and miscellaneous cost records. Can use equipment, facility, and capital & mini project workbenches. Can also schedule mini projects.  
**Reports**: Access to report available via the forms they have access to (e.g. From WO form - work order ticket, from Current Schedule form - work order detail by assignment, etc.) | Foreman, Mech3, General Foreman | **Labor Approval**: Allows the user to enter labor for others and approve labor entries.  
**Work Order Closing**: allows users to close work orders |
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<td>LABOR_ENTRY</td>
<td><strong>Labor:</strong> View and enter labor for themselves.</td>
<td>Students</td>
<td></td>
</tr>
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| STAFF (Admin and Support Staff) | **Labor:** View and enter labor for themselves.  
**Work Orders:** View, update, and create work orders. View work order cost summary, notes, procedure library information, wo emails, and audit information. View and update audit information. Print work order tickets.  
**Service Requests:** View, update, and create service requests.  
**Schedules:** Can use both the current and daily scheduling forms. Also has access to do quick scheduling (via multi-schedule form).  
**Inventory/Parts:** Order parts via MDOCS / issue requests. View material catalogs and part record information. Can also create and update BOMs.  
**Purchasing:** View, updated, and create PREQs and PCOCs. Can approve POCOs and Invoices. Can view POs, and vendor information.  
**Other:** View equipment, facility, PM, route, crews, employee records, and capital & mini projects. Can use equipment, facility, and capital & mini project workbenches. Can also schedule mini projects.  
**Reports:** Access to report available via the forms they have access to (e.g. From WO form - work order ticket, from Current Schedule form - work order detail by assignment, etc.) | District Admins, other administrative staff | **FM DACS:** Allows the user to issues keys and update key holder information. This requires approval from FM Locksmith Group.  
**Labor Approval:** Allows the user to enter labor for others and approve labor entries.  
**Labor Entry for Others:** Allows the user the ability to enter labor for other staff.  
**Miscellaneous Cost entry:** Allows the user to create miscellaneous cost entries. |
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| SUPERVISOR                    | Labor: View and enter labor for themselves AND others. Can do labor approval.  
                                 | Work Orders: View, update, and create and close work orders. Can view all associated work order information (e.g. work order cost summary, notes, procedure library, etc.). View and update audit information. View and send email information. Print work order tickets.  
                                 | Service Requests: View, update, and create service requests.  
                                 | Schedules: Can use both the current and daily scheduling forms. Also has access to do quick scheduling (via multi-schedule form).  
                                 | Inventory/Parts: Order parts via MDOCS / issue requests. View material catalogs and part record information. Can also create and update BOMs.  
                                 | Purchasing: View, updated, and create PREQs and PCOCs. Can approve POCOs and Invoices. Can view POs, and vendor information.  
                                 | Other: View equipment, facility, PM, route, crews, employee records, and capital & mini projects. Can use equipment, facility, and capital & mini project workbenches. Can also schedule mini projects.  
                                 | Reports: Access to report available via the forms they have access to (e.g. From WO form - work order ticket, from Current Schedule form - work order detail by assignment, etc.). Also has access to some addition reports. | Ads, Team Managers, Facility & Custodial Supervisors | **Transfer Approval**: Allows the user to transfer their PREQ, POCO, and Invoice approval authority to another COMPASS user. |