



TheWorxHub™:

Default Roles & Permissions

General	Manager	Supervisor	Requestor	Technician	Housekeeper
Search Tab	✓	✓	✓	✓	✓
Calendar Tab	✓	✓		✓	
Reports Tab	✓	✓			
Settings Tab	✓				
Actions Tab	✓				
Pick Lists	✓				
See all Departments					
Dashboard					
Overview Tab	✓	✓		✓	✓
Pulse Tab					
Requestor Tab	✓	✓	✓	✓	✓
Project Tab	✓	✓		✓	
Work Orders Section	✓	✓		✓	✓
Pending Requests	✓	✓		✓	
Work Orders - Incomplete	✓	✓			
Staff Schedule	✓	✓			
Work Orders - Due Today	✓	✓			
Work Orders - Overdue	✓	✓			
Work Orders - Unassigned	✓	✓		✓	
Work Orders - Incomplete Scheduled	✓	✓			
Work Orders - Routine Duties	✓	✓			
Work Orders - Just My Work	✓	✓		✓	✓
Reminders Section	✓	✓			
Reminders - Upcoming Sched WO	✓	✓			
Reminders - Open QA Surveys	✓	✓			
Reminders - Approvals Required	✓	✓			
Reminders - Delayed Work	✓	✓			
Reminders - Billings to Send	✓	✓			
Reminders - Contract Expiry	✓	✓			
Reminders - COI Expiry	✓	✓			
Reminders - Custom Expiry	✓	✓			
Reminders - Asset Warranty Expiry	✓	✓			
Reminders - Inventory to Reorder Work Orders	✓	✓			
Work Orders					
Add & Search Work Orders	✓	✓		✓	
Add & Search Requests	✓	✓	✓	✓	✓
Can Be Assigned to Work	✓	✓		✓	✓
Can Assign Others	✓	✓			
Can View Pay Rates	✓				
Can Use Templates	✓	✓	✓	✓	✓
Can Add Meter Readings	✓	✓		✓	
Can Ignore Required Labor Time	✓	✓			

Compliance					
Compliance Dashboard	✓	✓	✓	✓	✓
Calendar					
Can View Calendar for Others	✓	✓			
Assets					
Add & Search Assets	✓	✓		✓	
Staff/Contractors					
Staff/Contractors	✓	✓			
POs & Inventory					
Add & Search POs and Inventory	✓	✓		✓	
QA & Surveys					
Add & Search QA and Surveys	✓	✓			
Add & Search Locations					
Add & Search Locations	✓	✓			
Residents					
Resident Restrictions					