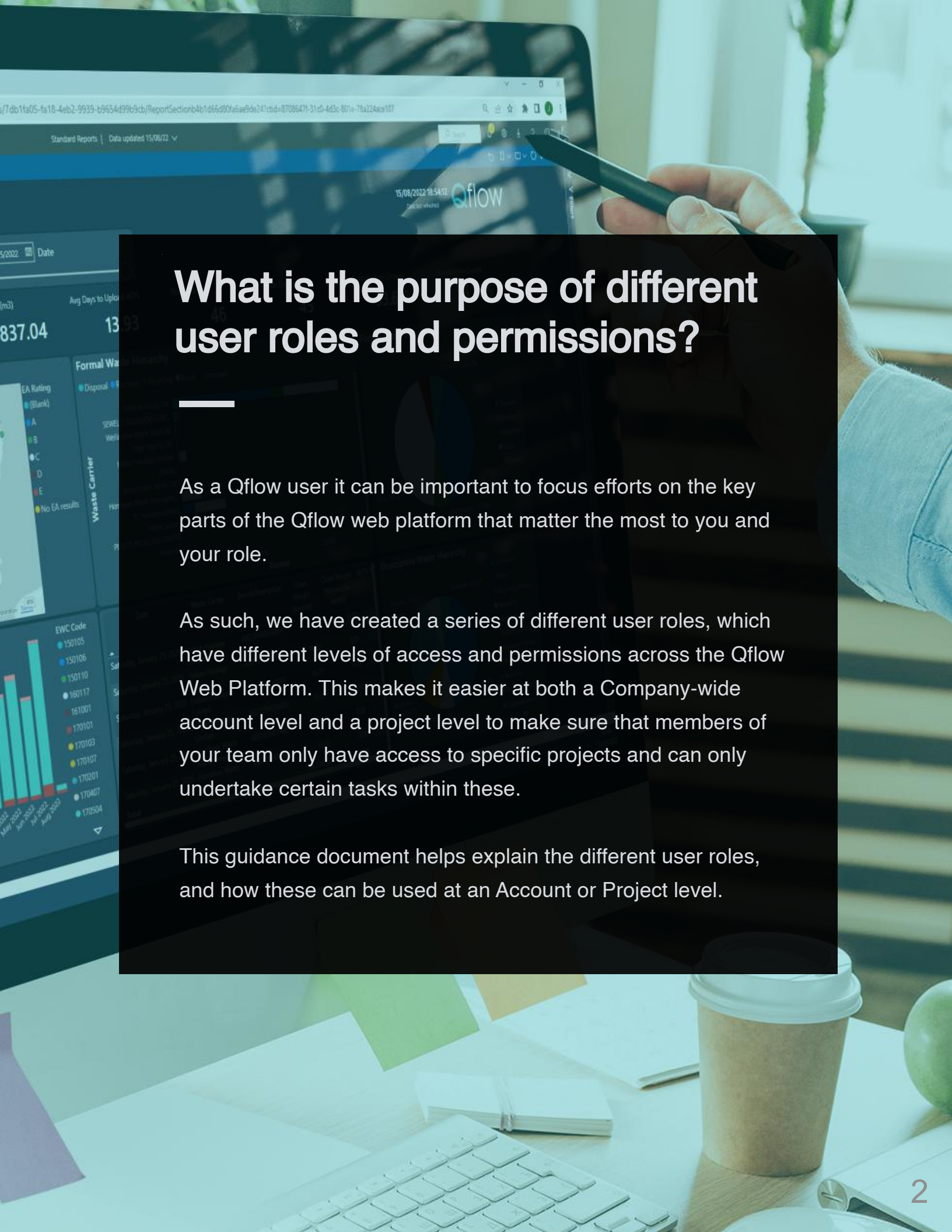


# USER ROLES AND PERMISSIONS

| Explained |



## What is the purpose of different user roles and permissions?

As a Qflow user it can be important to focus efforts on the key parts of the Qflow web platform that matter the most to you and your role.

As such, we have created a series of different user roles, which have different levels of access and permissions across the Qflow Web Platform. This makes it easier at both a Company-wide account level and a project level to make sure that members of your team only have access to specific projects and can only undertake certain tasks within these.

This guidance document helps explain the different user roles, and how these can be used at an Account or Project level.

# What are the user roles?

There are 4 different user roles available in the Qflow Web Platform. These include:

- Reader
- Contributor
- Project Admin
- Account Admin

The following table describes the key differences between these. These roles can be applied to different projects, meaning that a user could be a Project Admin on one project, and a Reader on another project, and cease to even have access to another, which can all be controlled centrally by the Account Admin.

	Reader	Contributor	Project Admin	Account Admin
Access project(s) data and view Records/Events	✓	✓	✓	✓
Edit Records/Events	✗	✓	✓	✓
Delete Records/Events	✗	✓	✓	✓
Download CSV reports	✗	✓	✓	✓
Assign Records/Events	✗	✗	✓	✓
View Project users	✗	✗	✓	✓
Edit Project users	✗	✗	✓	✓
View Account users	✗	✗	✗	✓
Edit Account users	✗	✗	✗	✓

# What are the user roles?



Readers can view the project(s) Record and Events data, but cannot edit any of the data, or view the CSV reports which are generated. It can be typical for subcontractors and/or suppliers to have Reader access.

flow | 1 Main Street | Product Deliveries | Jade Cohen Reader

ARRIVAL DATE	DELIVERY ID	DELIVERY ADDRESS	TRADE CONTRACTOR	SUPPLIER NAME
10/03/2023	7124435	1 Main Street, London, A32 1BC	Green Digger	Euromix Concrete
10/03/2023	5797066	Site 3, Main St, London, A34 2RX	Green Dig Ltd	Encon Insulation
10/03/2023	910876	Gate A, 1 Main St, London, A32 1BC	Green Digger	Planners Services & Sundries LTD
10/03/2023	85908383	Gate A, 1 Main Street, London, A32 1BC	Green Digger	AGGREGATE INDUSTRIES LIMITED
10/03/2023	780599	Site 3, Main St, London, A35 2RX	Green Digger	O'Malley Ltd
10/03/2023	2284171	1 Main Street, London, A32 1BC	Green Dig	SOUTH LONDON TIMBER CO. LTD.
10/03/2023	906506	Site 1, Main St, London, A35 2RX	GREEN DIG LTD	Modular Clay Products
10/03/2023	3UXJ644758			Amazon
10/03/2023	805749079	Site 3, Main St, London, A35 2RX	Green Digger Ltd	British Gypsum
10/03/2023	7018/25261349	Gate A, 1 Main Street, London, A32 1BC	GREEN DIG LTD	SIG
10/03/2023	3328978	Gate A, 1 Main Street, London, A32 1BC	Green Digger Ltd	Miers Construction Products Ltd

flow | 1 Main Street | Product Deliveries | Jade Cohen Reader

Delivery Record

Record Created: 5/20/2023, 1:55:41 PM

Delivery Arrived: 3/10/2023, 12:32:00 PM

Delivery Exit:

Delivery ID: 5797066

Delivery Address: Site 3, Main St, London, A34 2RX

Dispatch Address: BINARY PARK, CHOATS ROAD, DASENHAM, ESSEX, RA9 6RJ

Receiver Reference: KERS 452

Trade Contractor: Green Dig Ltd

Supplier Reference: 23879210910

Given Supplier Name: Encon Insulation

Known Supplier Company: ENCON INSULATION LIMITED

Given Supplier Certifications:

Known Supplier Certifications: ISO 14001 0044097

Supplier Vehicle Registration:

External Reference:

Notes:

Attachments:

1

Products

Name	Issues	Quantity	Product Group
MIN CAVITY 1200x455x 75mm (6)		90	INSULATION

# What are the user roles?

Reader

Contributor

Project Admin

Account Admin

Contributors can view the project(s) Record and Events data, and can also edit the data, including generating and downloading CSV reports.

It is typical for the main contractor and developer teams (Sustainability Managers, Finance Controllers etc) and some subcontractors to be a Contributor.

ARRIVAL DATE	DELIVERY ID	DELIVERY ADDRESS	TRADE CONTRACTOR	SUPPLIER NAME
10/03/2023	7124456	1 Main Street, London, A32 1BC	Green Digger	Economic Concrete
10/03/2023	5797066	Site 3, Main St, London, A34 2RX	Green Dig Ltd	Encon Insulation
10/03/2023	910876	Gate A, 1 Main St, London, A32 1BC	Green Digger	Planners Services & Sundria LTD
10/03/2023	85306383	Gate A, 1 Main Street, London, A32 1BC	Green Digger	AGGREGATE INDUSTRIES LIMITED
10/03/2023	780569	Site 3, Main St, London, A35 2RX	Green Digger	O'Malley Ltd
10/03/2023	2264177	1 Main Street, London, A32 1BC	Green Dig	SOUTH LONDON TIMBER CO. LTD.
10/03/2023	P06506	Site 3, Main St, London, A35 2RX	GREEN DIG LTD	Modular Clay Products
10/03/2023	8UJ684CT3B			Amazon
10/03/2023	808742679	Site 3, Main St, London, A35 2RX	Green Digger Ltd	British Resources

Field	Value		
Record Created	5/20/2022, 1:35:41 PM		
Delivery Arrival	3/10/2023, 12:32:00 PM		
Delivery Exit			
Delivery ID	5797066		
Delivery Address	Site 3, Main St, London, A34 2RX		
Dispatch Address	BURNBY PARK, CHOAT'S ROAD, BAGDENHAM, ESSEX, RM9 9RJ		
Receiver Reference	KERS/452		
Trade Contractor	Green Dig Ltd		
Supplier Reference	23879210910		
Green Supplier Name	Encon Insulation		
Known Supplier Company	ENCON INSULATION LIMITED		
Green Supplier Certifications			
Known Supplier Certifications	ISO 14001 10144057		
Supplier Vehicle Registration			
External Reference			
Notes			
Attachments	1		
Products			
Name	Issues	Quantity	Product Group
RWGAVITY 1200x425x 75mm (9)		90	INSULATION

# What are the user roles?



Project Admins can undertake the same actions as a Contributor, but they can also view and edit the project users. This includes the ability to enable/disable access, amend role types, as well as enable/disable email notifications for any individual project user.

It is typical for the main contractor and/or developer team (Sustainability Managers, Project Administrators, etc) to be a Project Admin. We recommend that this is limited to no more than 2 people, but each team can manage this as they see fit.

USER	ROLE	NOTIFICATIONS	EMAIL ADDRESS	LAST SIGN IN
Stacey Wright	Project Admin	Disabled	stacey.wright@qualisflow.com	21/03/2023
Stacey Wright	Contributor	Disabled	stacey.wright@qualisflow.com	21/03/2023
Stacey Wright	Contributor	Disabled	stacey.wright@qualisflow.com	No sign in activity in the last 30 days
Stacey Wright	Contributor	Disabled	stacey.wright@qualisflow.com	No sign in activity in the last 30 days
Stacey Wright	Contributor	Disabled	stacey.wright@qualisflow.com	20/03/2023
Stacey Wright	Contributor	Enabled	stacey.wright@qualisflow.com	No sign in activity in the last 30 days
Stacey Wright	Contributor	Disabled	stacey.wright@qualisflow.com	No sign in activity in the last 30 days
Stacey Wright	Contributor	Enabled	stacey.wright@qualisflow.com	20/03/2023
Stacey Wright	Contributor	Disabled	stacey.wright@qualisflow.com	No sign in activity in the last 30 days
Stacey Wright	Contributor	Disabled	stacey.wright@qualisflow.com	No sign in activity in the last 30 days
Stacey Wright	Project Admin	Disabled	stacey.wright@qualisflow.com	21/03/2023

**Stacey Wright**  
stacey.wright@qualisflow.com

Access Enabled

Notifications Enabled

Role: Project Admin

Cancel   OK

# What are the user roles?



Account Admins can undertake the same actions as a Project Admin, but they can do this across multiple projects within a company account, including the ability to set other Project Admins.

It is typical for the main contractor and/or developer team (Sustainability Managers, Project Administrators, etc) to be an Account Admin. We recommend that this is limited to no more than 2 people, but each team can manage this as they see fit.

USER	EMAIL ADDRESS	LAST SIGN IN
Stacey Wright	stacey.wright@qualisflow.com	21/03/2023
Stacey Wright	stacey.wright@qualisflow.com	21/03/2023
Stacey Wright	stacey.wright@qualisflow.com	No sign in activity in the last 30 days
Stacey Wright	stacey.wright@qualisflow.com	No sign in activity in the last 30 days
Stacey Wright	stacey.wright@qualisflow.com	20/03/2023
Stacey Wright	stacey.wright@qualisflow.com	No sign in activity in the last 30 days
Stacey Wright	stacey.wright@qualisflow.com	No sign in activity in the last 30 days
Stacey Wright	stacey.wright@qualisflow.com	20/03/2023
Stacey Wright	stacey.wright@qualisflow.com	No sign in activity in the last 30 days
Stacey Wright	stacey.wright@qualisflow.com	No sign in activity in the last 30 days
Stacey Wright	stacey.wright@qualisflow.com	21/03/2023
Stacey Wright	stacey.wright@qualisflow.com	No sign in activity in the last 30 days

PROJECT NAME	ACCESS ENABLED	NOTIFICATIONS ENABLED	ROLE
1 Main Street	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Project Admin

- Project Admin
- Reader
- Contributor
- Project Admin



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If you have any questions, please don't hesitate to reach out to your Customer Success Manager, or at [support@qualisflow.com](mailto:support@qualisflow.com)