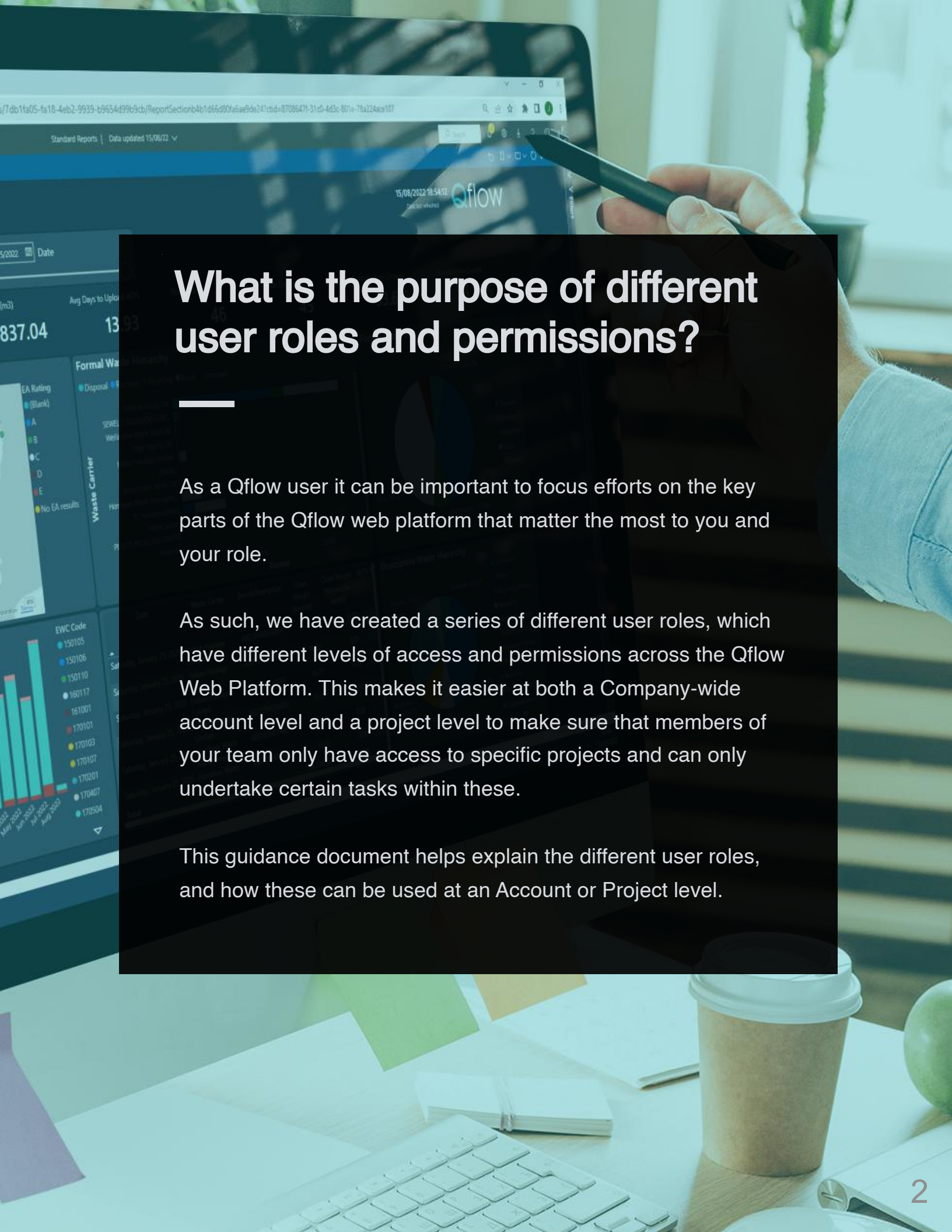# USER ROLES AND PERMISSIONS

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?

| Reader | Contributor | Project Admin | Account Admin |

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.

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.

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What are the user roles?

Reader	Contributor	Project Admin	Account Admin

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.

What are the user roles?

| Reader | Contributor | Project Admin | Account Admin |

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.

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