**User profiles**

* **Primary User:** Permission to create, amend centre user accounts, update centre addresses and preferences. Full Walled Garden access rights for all order types and reports.
* **Secondary User:** Permission to place all order types and view all reports.
* **Tutor user:** Permission to place SmartScreen and Publication orders, schedule e-volve examinations and manage SmartScreen subscriptions.
* **Finance User**: Permission to view financial, orders and candidate results reports. Will not be able to place orders.
* **Read Only User:** Permission to browse the catalogue. Will not be able to place orders.

**User profiles and access**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **User functions** | **Primary** | **Secondary** | **Finance** | **Tutor** | **Read only** |
| **Catalogue**   | Arrangements Access | check image | check image |  |  |  |
| Browse Catalogue | check image | check image | check image | check image |  check image |
| Candidate Management | check image | check image |  |  |  |
| Submit Dated Entry order  | check image | check image |  |  |  |
| Submit e-volve examination order | check image | check image |  | check image |  |
| Access Frequently Ordered Products | check image | check image |  |  |  |
| Access e-certificate | check image | check image |  |  |  |
| Submit Registration order | check image | check image |  |  |  |
| Submit On Demand order | check image | check image |  |  |  |
| Access Price List | check image | check image | check image |  |  |
| Submit Publication & Merchandise orders  | check image | check image |  | check image |  |
| Submit Results order | check image | check image |  |  |  |
| Submit SmartScreen subscription order  | check image | check image |  | check image |  |
| Access Your Favourites | check image | check image |  | check image | check image |
| **Data Services** | Upload EDI files  | check image | check image |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **User functions** | **Primary** | **Secondary** | **Finance** | **Tutor** | **Read only** |
| **Reports** | Amend On Demand orders | check image | check image |  |  |  |
| Candidates and results | check image | check image | check image | check image | check image |
| Diploma Aggregation Service | check image | check image |  |  |  |
| Financial | check image | check image | check image |  |  |
| Learner Registration Service | check image | check image |  | check image | check image |
| Orders | check image | check image | check image | check image | check image |
| Qualifications | check image | check image |  | check image | check image |
| Maintenance Report | check image |  |  |  |  |
| **User Settings**  | Access Help | check image | check image | check image | check image | check image |
| Edit user details  | check image | check image | check image | check image | check image |
| Reset Password (Security) | check image | check image | check image | check image | check image |
| **Settings - Centre Settings** | Edit Centre Address  | check image | check image |  |  |  |
| Edit Billing Address | check image |  |  |  |  |
| Edit QP Address | check image |  |  |  |  |
| Edit Delivery Address | check image | check image |  |  |  |
| View Addresses  | check image | check image | check image |  |  |
| Add Delivery Address | check image | check image |  |  |  |
| Delete Address | check image | check image |  |  |  |
| **Settings – SmartScreen**  | SmartScreen Administrator | check image | check image |  | check image |  |
| **Settings - Centre Preferences** | Change Invoice medium type | **check image** |  | **check image** |  |  |
| Change Invoice frequency  | check image |  | check image |  |  |
| Change Certificate frequency  | check image |  |  |  |  |
| Change Unit Credit option | check image |  |  |  |  |
| Change White Paper option  | check image |  |  |  |  |
| Change Notification of Candidate Record option | check image |  |  |  |  |
| **Settings - Manage Users** | Create account  | check image |  |  |  |  |
| Edit account (first name last name /job title/ secondary job title, telephone and email address) | check image |  |  |  |  |
| Hide/unhide the centres credit limit  | check image |  |  |  |  |
| Delete account  | check image |  |  |  |  |

**Quality roles and access**

This additional access allows users to perform the following quality activities:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **User functions** | **Full Access** | **Administration** | **Read Only** |
| **Quality** | View My Approval Applications | check image | check image | check image |
| View My Approval Visits | check image | check image | check image |
| View My Qualifications | check image | check image | check image |
| View My Quality Assurance Activities | check image | check image | check image |
| View My Centre Updates | check image | check image | check image |
| View Activity Planner | check image |  |  |
| View Online Forms | check image | check image | check image |
| Submit CAP/QAP forms | check image |  |  |
| Submit Centre Update Visit Planning forms | check image | check image |  |
|  | Submit Centre Update forms | check image | check image |  |