QuartzWeb: Different Roles

Within QuartzWeb there are different roles which can be allocated to your authorised users. Each role has different permissions or functionality; you will be able to assign your staff to the most appropriate role depending on whether they need to add, view, amend or withdraw records, or download materials.

An individual can have more than one role and it's quick and easy to switch between roles if this is the case.

The restricted 'permissions' for each role should support your own work-flows as well as data protection compliance.

The Lead Administrator is an important role and if you have not already done so, you need to advise us who this will be. Your Head of Centre (or the individual who signs any agreements with us) needs to confirm who this is by email (using a company email address) to eusr@euskills.co.uk. You will need to confirm the individual's name, job title and email address.

Roles and Functionality

At a high level, the different roles and functionality are:

Role	QuartzWeb functions
Head of Centre or Nominated Contact This is the individual who signs agreements with us, usually a Director or senior manager.	• No QuartzWeb access • You notify us the name of the Lead Administrator(s) for your organisation – via email to EUSR Support • You notify us of any change in main address or payment details – via email to EUSR Support •
Lead Administrator Allocated on QuartzWeb by EUSR Support	You will be able to: • Add or delete Administrators and other roles • Amend or delete an individual from a role • Allocate 'Nominated Officer' role – for Power Skills scheme only • All functionality associated with Administrator role

Administrator Allocated on QuartzWeb by a Lead Administrator or	You will be able to:
	• Add, view, amend and withdraw information
	• Administrative functions available include:
	  • Add other staff members into other roles
	  • Upload registrations or batches, photographs and scheme evidence

Role	QuartzWeb functions
This role can also be allocated on QuartzWeb by an Approved Trainer (for SHEA, NWH or SCO) or an Approved Assessor for BESC:AME) eg if they do not undertake their own administration or This role has already been allocated on QuartzWeb by EUSR Support to those individuals who are already designated as a 'Delegated Authority' for Approved Trainers (for SHEA, NWH or SCO) or an Approved Assessor (for BESC:AME)	• Attach new modules or schemes to existing registrations • Check individual registration information and history for your whole organisation • Record assessment or test results • Book a course (SHEA, NWH and SCO only) • Download training materials (for SHEA, NWH and SCO only) • Send out authorisation links for CBL courses • Add a return delivery address for EUSR ID Cards – if not the main address • Track batch progress in work-flows
Approved Trainer (SHEA, NWH and SCO only) Allocated on QuartzWeb by EUSR Support	You will only be able to see information for Batches where your name has been detailed as the Approved Trainer. You can: • Check individual registration information and history for your organisation where you are the detailed Trainer • Download training support materials where available e.g. Power Point slides, Programme Leaders Guide, Question Papers, Answer Sheets, attendance register for own use, H & S leaflets • Allocate an Administrator to perform activities on your behalf (via Centre Management tab)
Approved Assessor (BESC:AME only) Allocated on QuartzWeb by EUSR Support	You will only be able to see information for Batches where your name has been detailed as the Approved Assessor You can: • Check individual registration information and history for your organisation where you are the detailed Assessor • Allocate an Administrator to perform activities on your behalf (via Centre Management tab)

Role	QuartzWeb functions
CBL Administrator	You will have a lot of the same functionality in this role as an Administrator, but specifically this role can: • Send out authorisation links for CBL courses

Find Out More

If you have any queries or questions relating to the new EUSR registration system, please contact EUSR Support. We are available Monday – Friday, 8.00am – 5.00pm, via email eusr@euskills.co.uk or tel: **0845 077 99 22.**

More information about QuartzWeb is available on our website.