

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.

Adding roles in QuartzWeb:

Lead Administrator	Added by EUSR Support
Administrator	Added by a Lead Administrator
Trainer (NWH, SHEA or SCO only)	Added by EUSR Support
Assessor (BESC:AME only)	Added by EUSR Support

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:

	QuartzWeb functions
Head of Centre or Nominated Contact This is the individual who signs agreements with us, usually a Director or senior manager.	<ul style="list-style-type: none"> No QuartzWeb access You notify us the name of the Lead Administrator(s) for your centre – via email to EUSR Support You notify us of any change in invoice details and invoice address– via email to EUSR Support – we will make the changes in our finance system
Lead Administrator Added in QuartzWeb by EUSR Support	You can: <ul style="list-style-type: none"> Add or amend the main site address for your centre Add Administrators within your centre Remove individuals who hold these roles for your centre – Administrators, Trainers, Assessors All functionality associated with Administrator role

Administrator

Added in QuartzWeb by
a Lead Administrator

You can:

- Check individuals and batch registration information and history for your centre
- Book a course
- Create and submit a batch of registrations
- Amend information within a batch, before the batch has been submitted
- Add or amend delivery address(es) for the return of EUSR ID cards
- Upload photographs and scheme evidence
- Add and submit an assessment result (Pass/Fail)
- Track batch progress in work-flows

Role	QuartzWeb functions
<p>Trainer (SHEA, NWH and SCO only)</p> <p>Added in QuartzWeb by EUSR Support</p>	<p>You can:</p> <ul style="list-style-type: none"> • Check batch registration information and history for a centre where you are 'attached' as a Trainer • Book a course • Create and submit a Batch • Download delivery and assessment materials where available e.g. Power Point slides, Programme Leaders Guide, Question Papers, Answer Sheets, exemplar support materials eg data capture forms and attendance register for own use, H & S leaflets • Download Tests and Answer Sheets • Choose the delivery address (for the return on EUSR ID cards) from pre-populated address list • Add and submit an assessment result (Pass/Fail) • Upload photographs • Track batch progress in work-flows
<p>Assessor (BESC:AME only)</p> <p>Added in QuartzWeb by EUSR Support</p>	<p>You can:</p> <ul style="list-style-type: none"> • Check batch registration information and history for a centre where you are 'attached' as an Assessor • Book a course • Create and submit a Batch • Choose the delivery address (for the return on EUSR ID cards) from pre-populated address list • Add and submit an assessment result (Pass/Fail) • Upload photographs • Track batch progress in work-flows

Find Out More

If you have any queries or questions relating to QuartzWeb, 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** (select option 1)

More information about QuartzWeb is available [on our website](#)

