

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.	<ul style="list-style-type: none"> 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 the main address for your centre, invoice details and invoice address– via email to EUSR Support
Lead Administrator Allocated on QuartzWeb by EUSR Support	You will be able to: <ul style="list-style-type: none"> Add Administrators within your organisation Remove any role for your centre – Administrators, Trainers, Assessors and CBL Administrators All functionality associated with Administrator role
Administrator Allocated on QuartzWeb by a Lead Administrator or The role of Administrator has been allocated in QuartzWeb by EUSR	You will be able to: <ul style="list-style-type: none"> View all batches for your centre Amend and 'withdraw' information within a batch, before the batch has been submitted. Administrative functions include: <ul style="list-style-type: none"> Create a batch Upload photographs and scheme evidence Check individual and batch registration information and history for your centre

Role	QuartzWeb functions
<p>Support to those individuals who are already designated as a 'Delegated Authority' for Approved Trainers (for SHEA, NWH or SCO)</p>	<ul style="list-style-type: none"> • Record and submit assessment or test results • Book a course (SHEA, NWH and SCO only) • Track batch progress in work-flows
<p>Approved Trainer (SHEA, NWH and SCO only)</p> <p>Allocated on QuartzWeb by EUSR Support</p>	<p>You will only be able to see information for Batches where your name has been detailed as the Approved Trainer. You can:</p> <ul style="list-style-type: none"> • Check individual and batch registration information and history for a centre where you are 'attached' as a Trainer • Download training support 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 <p>Administrative functions include:</p> <ul style="list-style-type: none"> • Book a course • Add and submit an assessment result (Pass/Fail) • Upload photographs • Track batch progress in work-flows
<p>Approved Assessor (BESC:AME only)</p> <p>Allocated on QuartzWeb by EUSR Support</p>	<p>You will only be able to see information for Batches where your name has been detailed as the Approved Assessor</p> <p>You can:</p> <ul style="list-style-type: none"> • Check individual and batch registration information and history for a centre where you are 'attached' as a Trainer (BESC:AME Assessors are allocated the role 'Trainer' in QuartzWeb). <p>Administrative functions include:</p> <ul style="list-style-type: none"> • Book a course • 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 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](#).