

FAQs re Portal User Roles

Question: What are the portal user roles?

Answer: To use the online portal you will need to be assigned a user role. The roles available are User Administrator, Reader, Approver and Author. Please see the User Guide '*Access Roles within the PLMS*' for role descriptions.

Question: Am I able to have more than one user role within the portal?

Answer: Yes, you are able to have multiple roles within the portal depending on business requirements.

Question: Is my organisation able to have more than one User Administrator?

Answer: Yes, this is your business decision.

Question: Am I able to add new User Administrator, Reader, Approver or Author's to the portal?

Answer: Yes, the User Administrator(s) are able to add roles to new users.

Question: Is the User Administrator able to access all portal functions?

Answer: No, the User Administrator must also be assigned the other roles within the portal to be able to undertake all portal functions.

Question: Can I delete users that no longer work in my organisation?

Answer: No, you cannot delete a user however the User Administrator(s) are able to revoke a user's access. Please see the User Guide '*How to Revoke/re-instate a user's access*'.

Question: Can I reinstate a previously revoked user's access?

Answer: Yes, the User Administrator can.