BSC Health & Safety e-Learning Platform
Roles and Permissions

Roles Defined:
There are three roles used on the Enterprise platform, they have different uses and levels of permissions.

Employee: The Employee is a user that is only on the platform to undertake training, they have no access to any reporting or administrative applications.

Manager: This role is given to any user with responsibility for resolving the issues raised in self-assessments of the users assigned to them, ensuring that these users also comply with the organisation's health & safety training requirements. This could be a health & safety coordinator, line manager, department head, etc.

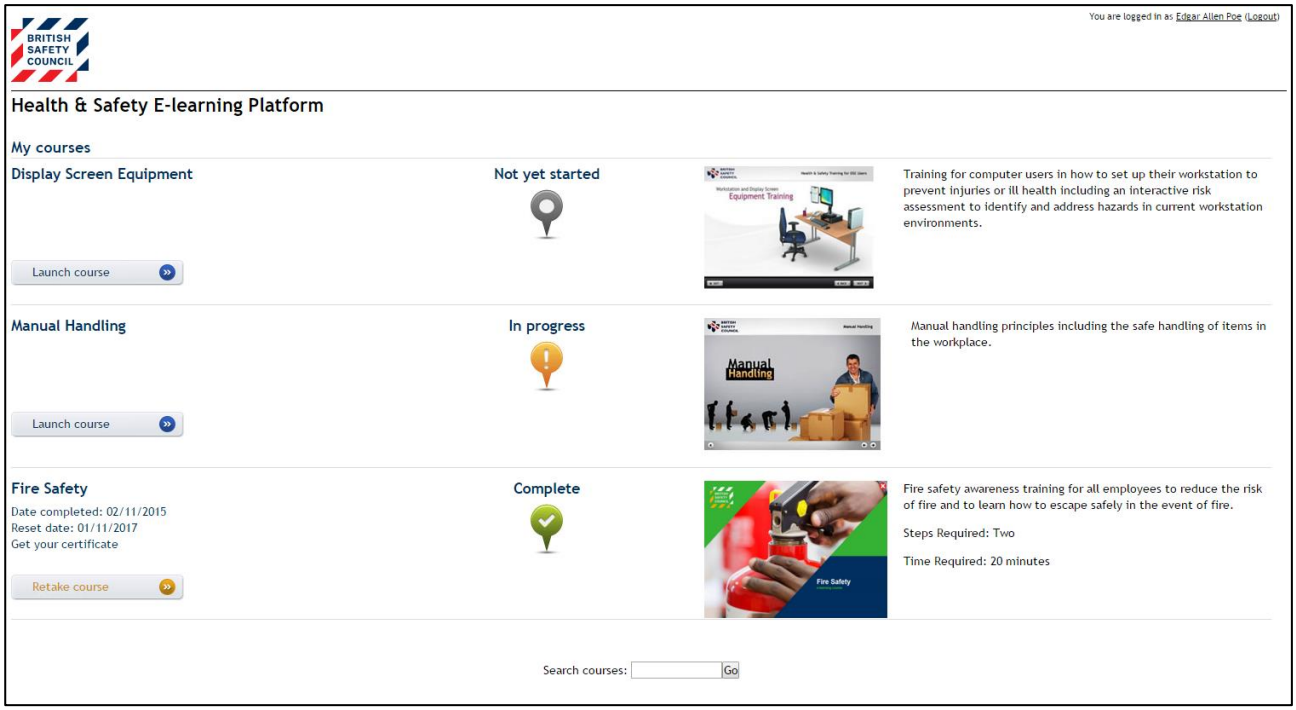
Company admin: This role is given to any user who should be able to add, edit, activate or deactivate users; enrol or revoke course enrolments; assign roles to other users; manage repeat training and self-assessment settings; manage e-mail notifications; run reports; and resolve the issues raised in self-assessments. A Company Administrator can assign roles to other staff members.

Roles explained
This is a brief overview of what each role can do and see when logged into the Enterprise platform.

Capability	Employee	Company Manager	Company Administrator
Undertake training and assessment	Yes	Yes	Yes
View own training progress	Yes	Yes	Yes
View training progress of others	No	Only for staff they are responsible for	Yes
View own self-assessment records	Yes	Yes	Yes
View self-assessment record of others	No	Only for staff they are responsible for	Yes
Resolve own self-assessment issues	Yes	Yes	Yes
Resolve self-assessment issues of others	No	Only for staff they are responsible for	Yes
Manage user status	No	No	Yes
Manage user roles	No	No	Yes
Manage user enrolment	No	No	Yes
Manage user records	No	No	Yes
Manage global platform settings	No	No	Yes
Undertake training and assessment	Yes	Yes	Yes

Employee

An employee can login and undertake training, they have no admin rights and will only be able to see the training that they have been enrolled onto by a company administrator. Shown below is an example of an employee that is enrolled onto the Display Screen Equipment, Manual Handling and Fire Safety training:



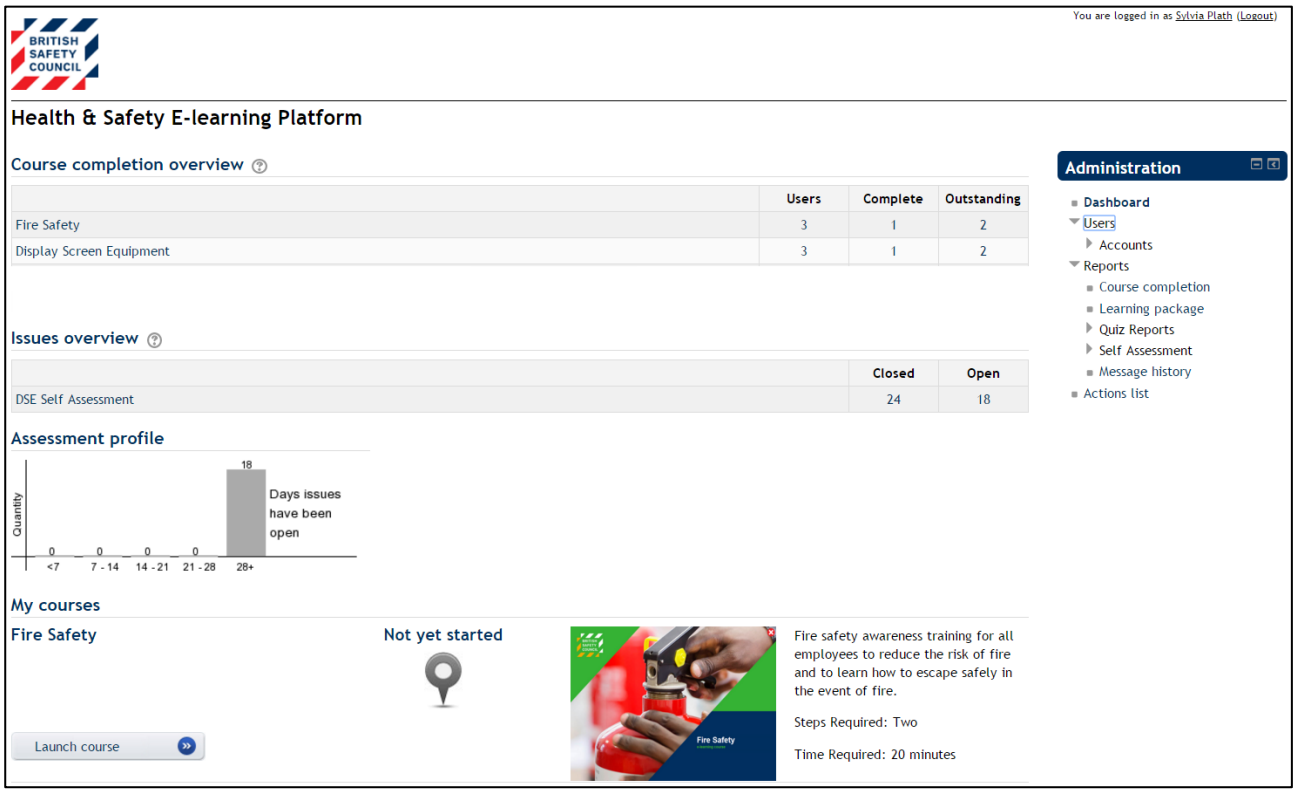
Company Manager

When a person with the *company manager* role logs in they will see any courses that they are enrolled on and information regarding the employees that have been assigned to them.

Along with their own training Managers can see:

- Course completion Overview – This is a breakdown of how many users are enrolled onto the course and how many have completed and how many still need to complete.
- Issues overview – This is an overview of the number of issues have been raised in the DSE Self-assessment and how many still need attention.
- Administration block – A Manager has reduced administration rights, they can view users and completion data along with any Self-Assessment issues raised.

Shown below is an example of a Manager that is enrolled onto the Fire Safety training and has employees assigned to them on the Display Screen Equipment and Fire Safety training:



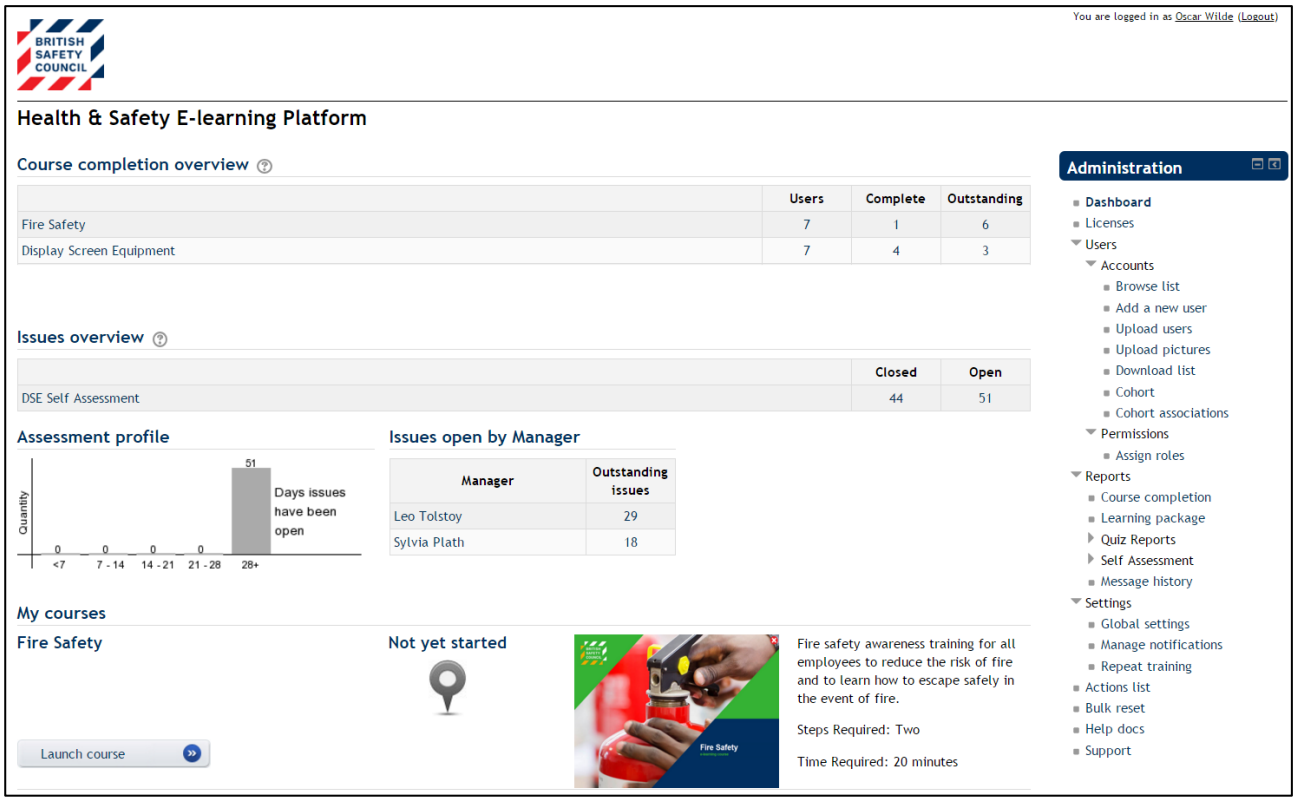
Company Admin

A person with the *company admin* role will see any courses that they are enrolled on and will also see information regarding all the employees that have been uploaded to the platform.

Along with their own training Administrators can also see:

- **Course completion Overview** – This is a breakdown of how many users are enrolled onto the course and how many have completed and how many still need to complete.
- **Issues overview** – This is an overview of the number of issues have been raised in the DSE Self-assessment and how many still need attention.
- **Issues open by Manager** – This is an overview of each manager and how many Issues are assigned to each and how many are still un-resolved.
- **Administration block** – An Administrator has full administration rights, they can view and edit user's information, they can upload new users, report on various information and control the notifications and repeat training settings.

Shown below is an example of an administrator that is enrolled onto the Fire Safety training and has managers with employees assigned to them on the Display Screen Equipment and Fire Safety training:



Local Administrator

There is one final role that can be added to your platform on request.

The *local administrator* role allows for selected users to be given access to reports for specific courses and/or locations only. For example:

- Local Administrator Matthew Jones can only see reports concerning the Display Screen Equipment training at the London site.
- Local Administrator Emma Smith can only see reports for Manual Handling, Display Screen Equipment and Fire Safety training at Edinburgh and Cardiff sites.

More information about the *local administrator* role can be found on our help portal here:
https://britsafesupport.zendesk.com/hc/en-gb/articles/360000204794

Assigning Roles to Users

Instructions for adding and removing the *company admin* role can be found on our help portal here:
https://britsafesupport.zendesk.com/hc/en-gb/articles/360000190253