

# User management suppliers Raw Material Database

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July 28th, 2021  
Version 0.2

## 1. Granting authorization within your organization

Via your contact person with Ksandr, one or more Company Admin account(s) per organization is/are requested. The Company Admin has an overview of who within the organization has or have access to Ksandr's Collective Brain. In addition, the Company Admin can grant users different authorization levels for each part of the Collective Brain. However, authorization can only be granted on a user level to those parts the organization already has access to. If an organization does not have access to the Raw Material Database (RMD), the Company Admin cannot grant individual users rights to the RMD.

### Editing user rights

In the user overview page, authorization levels of individual users can be edited by clicking on a hyperlink. A screen will open in which authorization levels can be edited. In the screens, authorization levels for the RMD can also be granted.

### Different roles per organization category

Authorization levels for the RMD are dependent on the organization category:

- Suppliers: Viewers, Editors and Validators
- Grid operators: Viewers and Editors

In addition to the above-mentioned roles, each organization has at least one Company Admin.

A brief description of rights per role:

- **Viewer:** The viewer can view all passports and collections but cannot edit them.
- **Editor:** The editor can view and edit all passports and collections.
- **Company Admin:** The administrator can view and edit all passports and collections and can manage users. The administrator cannot edit the company; this can only be edited by the Ksandr administrator.
- **Validator:** The validator can view and edit all passports and collections and can edit users. The validator can also sign passports.

Multiple people within one organization can have the same roles. There is no limit to the number. However, there should be at least 1 validator; the advice is to maximize the number of validators within one organization, for instance to 3. Only suppliers have validator roles, since only suppliers are allowed to sign passports. Multiple grid operators have agreed that the material passport for a product is only valid when this has been signed by a CEO or senior executive. This implies that the validator role should be granted to the CEO or a senior executive.

### Adding new users

In the user overview page, which is only visible to the administrator, one can also add new users by choosing 'Gebruiker toevoegen'. Once a user has been added, authorizations can be granted.

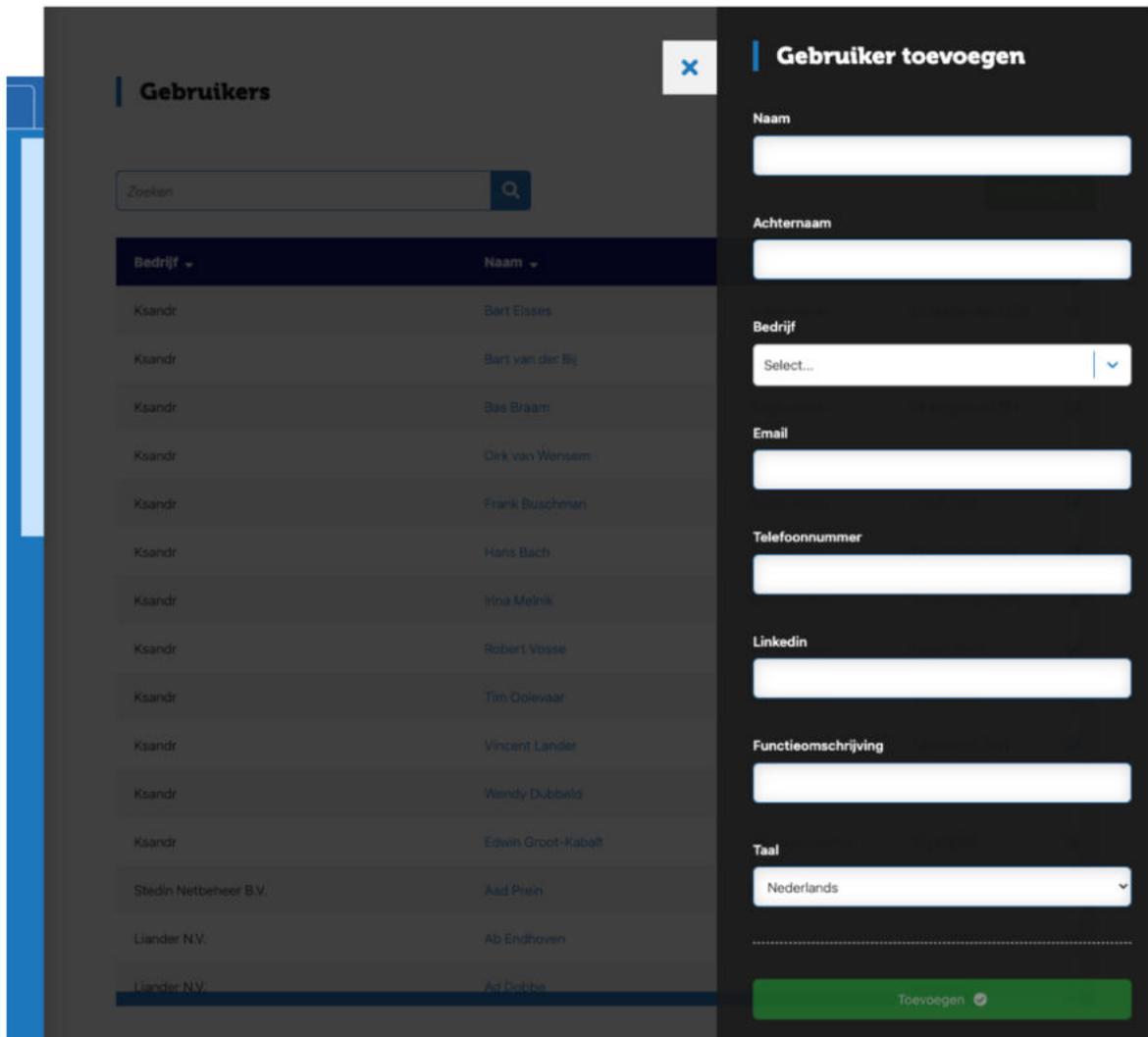


Image 1. Screenshot 'Gebruiker toevoegen'.

## 2. Interaction between suppliers and grid operators in the RMD

In Image 2. (in Dutch) the interaction between suppliers (first column) and grid operators (third column) during the process of creating a material passport in the RMD is shown.

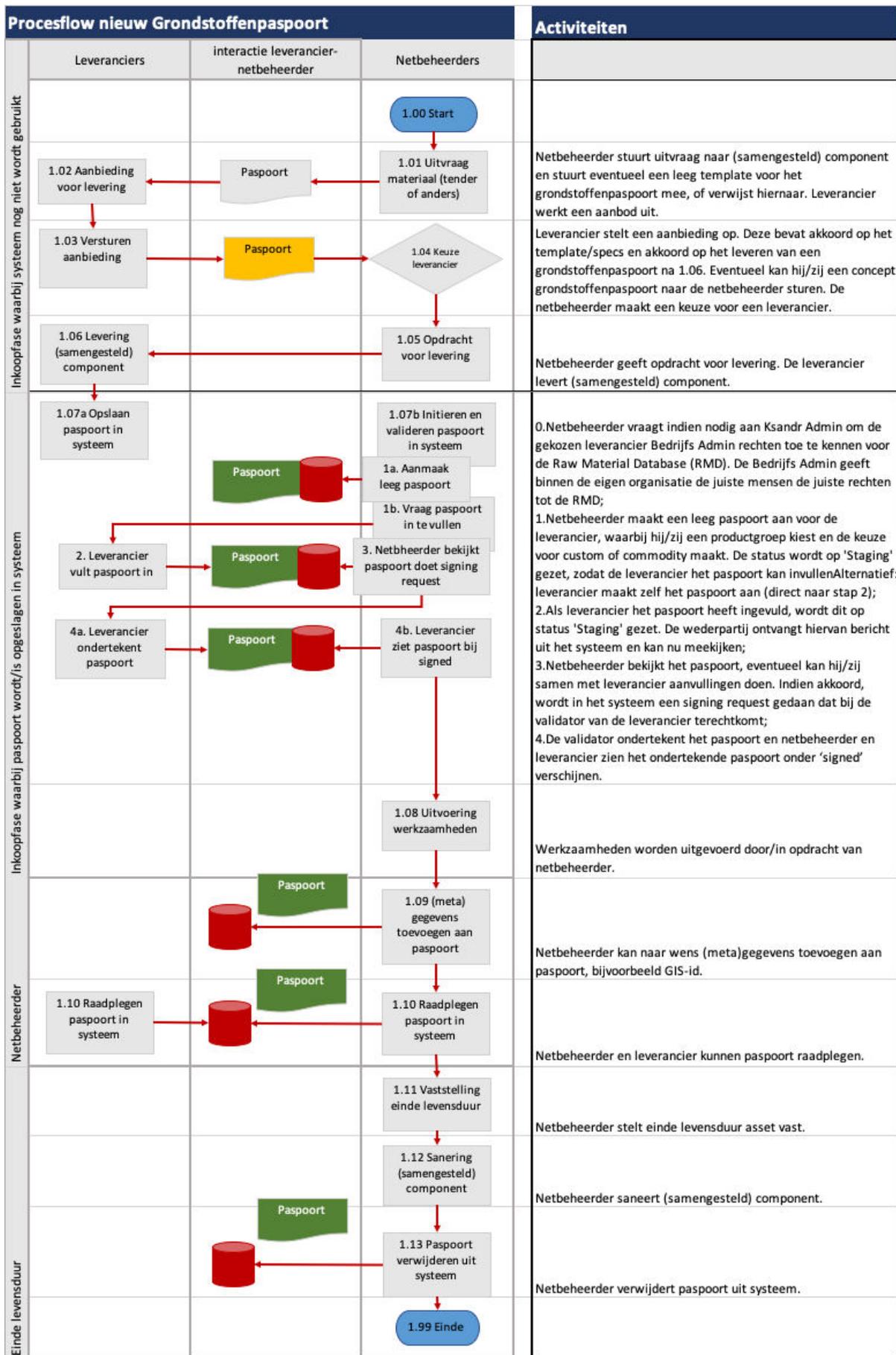


Image 2. Interaction between suppliers and grid operators.