User Guide: How to allocate user roles

Overview

This user guide provides step-by-step instructions on how to allocate user roles to view or manage submissions of:

- Summary returns
- Volumetric surveys, and
- Exemption applications.

Note: Before QWDS users can view or manage summary returns, volumetric surveys and exemption applications in Online Services, they must:

- Register and set up customer records for anyone they wish to access QWDS, including internal and external staff. For more information on how administrator users can register and set up customer records in Online Services, please refer to the Online Services support page
- Allocate user roles for each staff member in QWDS.

Any questions denoted with a blue asterisk (*) on all screens throughout your user role allocation are mandatory fields that require a response.

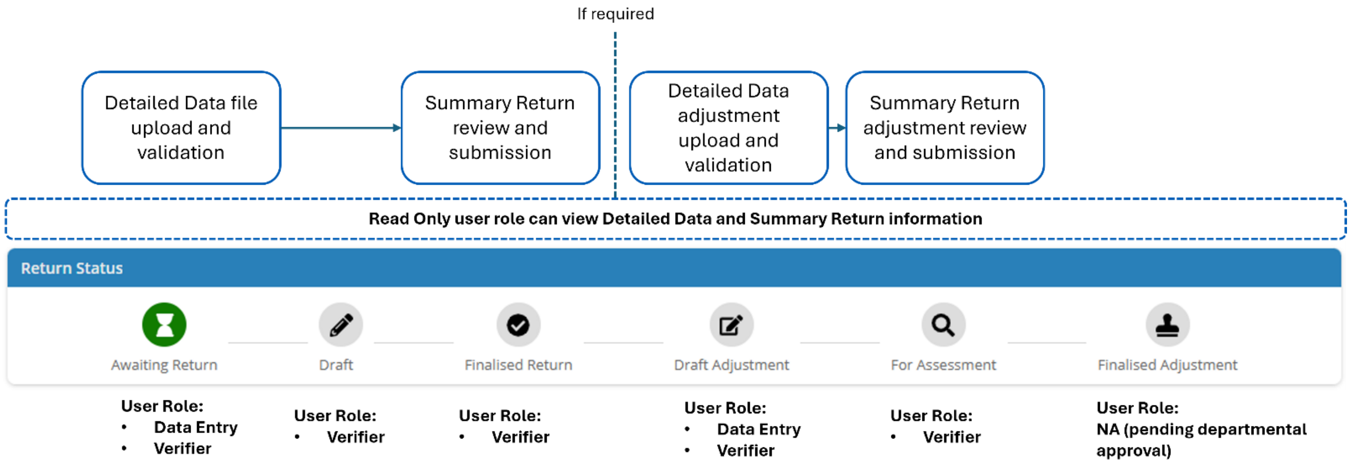
Allocate user roles

Administrator Users from waste operators can allocate different user roles to their staff, including:

- **Read Only** – allowing the user to view information only for summary returns, volumetric surveys and exemption applications
- **Data Entry** – allowing the user to upload detailed data files or enter volumetric survey and exemption application details but not submit summary returns, volumetric surveys and exemption applications, and
- **Verifier** – allowing the user to upload detailed data files or enter volumetric surveys and exemption applications details and submit summary returns, volumetric surveys and exemption applications. Waste operators will require at least one staff to hold a verifier role to submit and finalise their summary returns, volumetric surveys and exemption applications.

The difference between the data entry and verifier user roles for volumetric surveys and exemption applications is the verifier user role is the only role that can submit these items. This includes any amendments to exemption approvals.

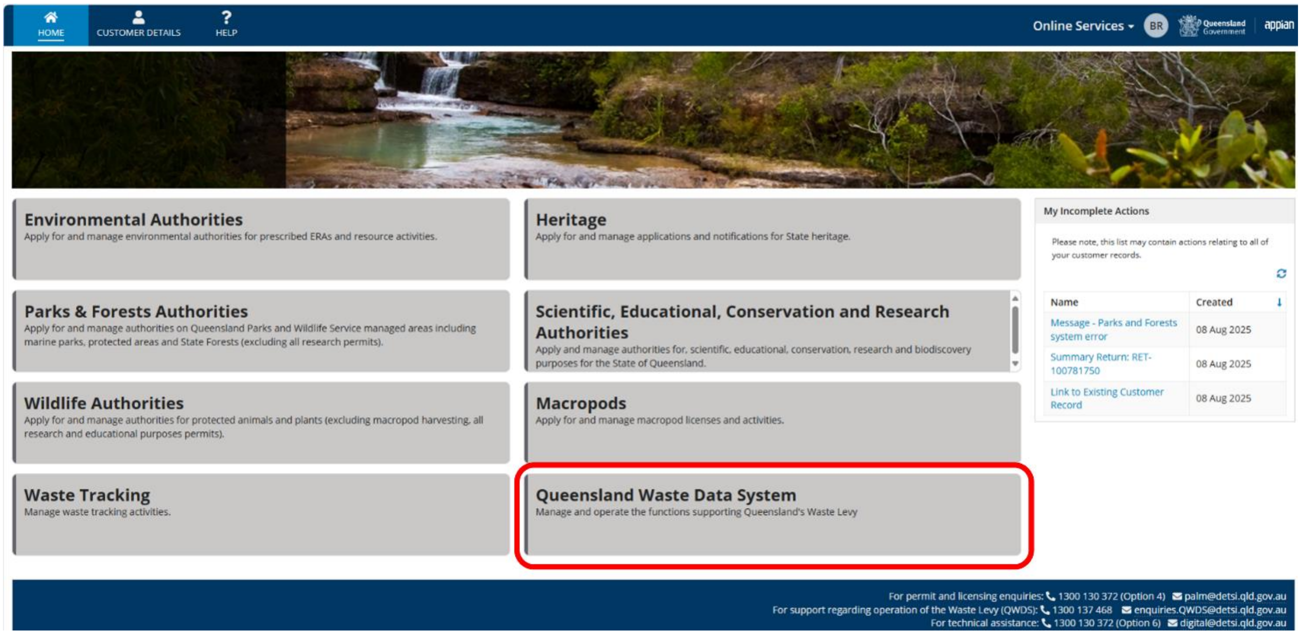
Detailed data uploads and summary return submissions are also similar in that only the verifier role can submit the normal monthly detailed data uploads and adjustments. See the workflow example below to understand each user role's responsibility for detailed data uploads and summary returns:



To allocate different user roles, please use the following steps:

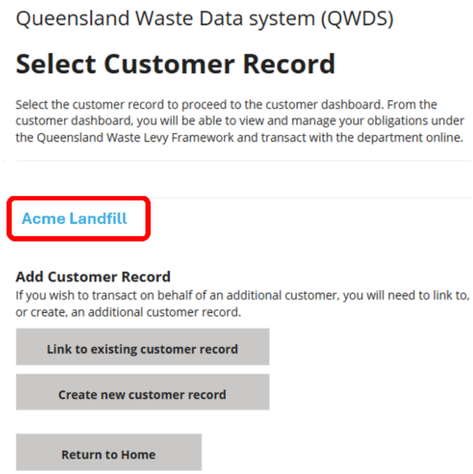
1. Select the **Queensland Waste Data System** tile on the Online Services Home Page.

   Note: For support on how to use Online Services, please refer to the Online Services support page.



2. Select your **Customer Record** (e.g. Acme Landfill).

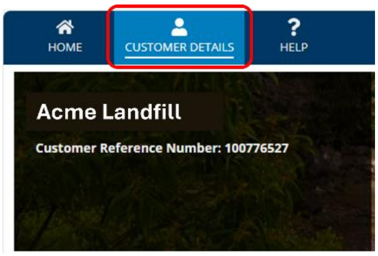
Note: For support on Customer Records, please refer to the Online Services support page.



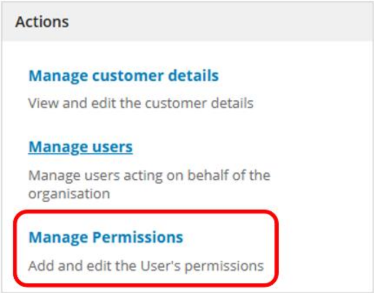
3. On your **QWDS Home Page**, click on **Customer Details** to view and edit your customer (Corporate) details.

Note:

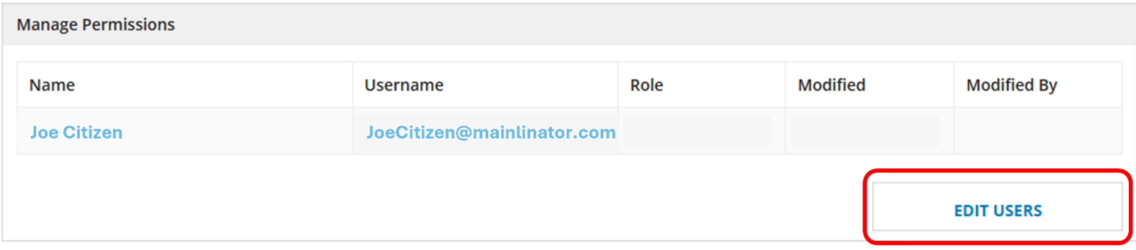
- You must be an administrative user on the customer record to edit and manage other users' access to the customer record. For more information on managing customer records, please refer to the Online Services support page.
- Under the **Actions** section, click on **Manage Users** to add or edit users to act on behalf of the organisation (staff who will load or submit levy data).



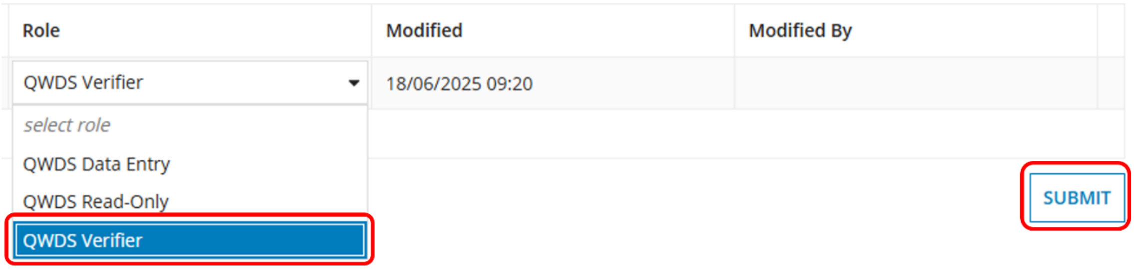
4. Under the **Actions** section, click on **Manage Permissions** to allocate user roles



5. Under the **Manage Permissions** section, click **Edit Users**.



6. On the **Associated Users** page, click the **Role** dropdown menu, select the chosen user role (e.g. QWDS Verifier) and then click **Submit** to allocate the user role to your staff.



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