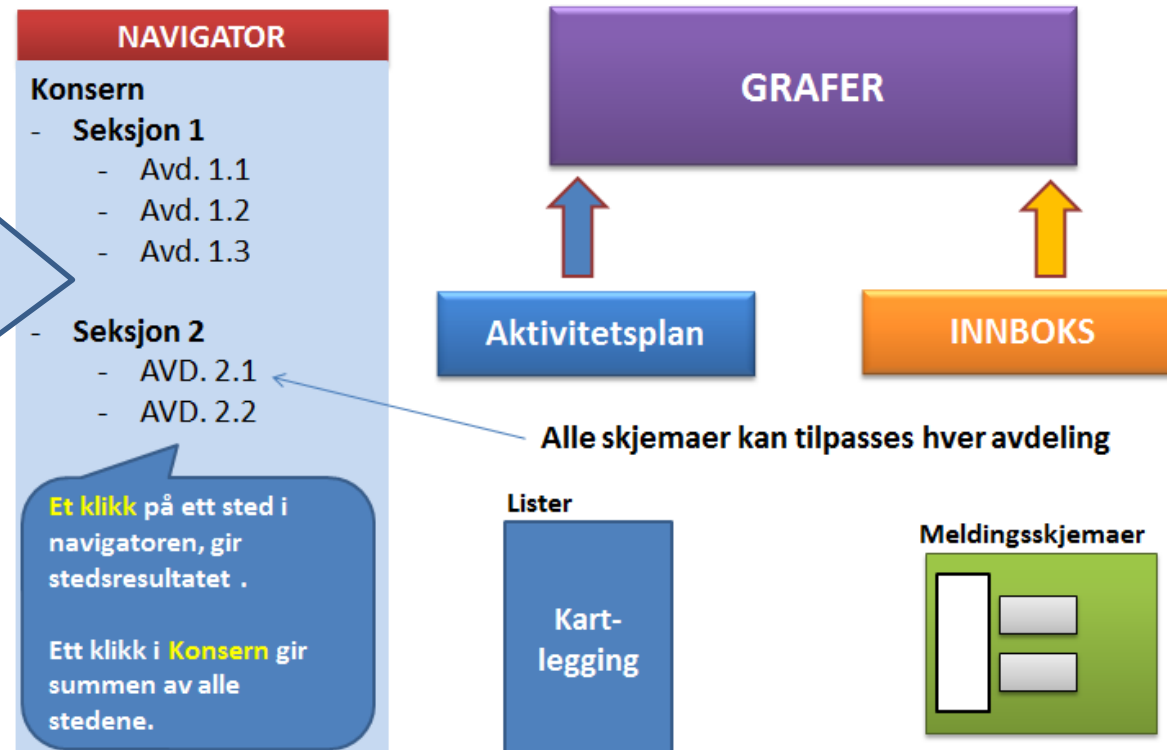# Super Administrator Part 1 – Organization / Navigator

Qm+ *Navigatoren styrer alle registreringer og rapporter*

The super administrator can set in new departments and also rearrange them. NB! When departments are moved, it also includes the employees who are assigned and the forms that specially prepared for the departments.

NAVIGATOR

Konsern
- **Seksjon 1**
  - Avd. 1.1
  - Avd. 1.2
  - Avd. 1.3

- **Seksjon 2**
  - AVD. 2.1
  - AVD. 2.2

Et klikk på ett sted i navigatoren, gir stedsresultatet .

Ett klikk i Konsern gir summen av alle stedene.

GRAFER

Aktivitetsplan

INNBOKS

Alle skjemaer kan tilpasses hver avdeling

Lister

Kart-legging

Meldingsskjemaer

Innhold

Terminologies & Some background

There are some terminologies and words that are used interchangeably and in different forms. It is important to standardize them. However, we wish to present an overview of the concept here so that these can be easily interpreted dependent on the context:

An Incident / Event / Case is when an employee has something to report. This reporting is done through a Message. The message is generated by filling in a form. This form is generated for the user from a Message form template. The message form template is set up by the Super administrator

When referring to an organization or a department, it is to be interpreted conceptually. This is a multi-level hierarchical structure. If the solution is in use for one company, It could be Divisions, Departments, Sections etc. If it is in use by a Group of companies, it could be Company, Divisions, Departments, Sections, sub-sections and so on.

HES – This refers to Health, Environment and Safety. – Check the link http://www.arbeidstilsynet.no/hms.html for a good understanding. Use Google translate to get the picture.

1. Add new departments / business area and users.

ADMIN – Tab. This gives access to new options. These are the areas the super administrator is accountable for.

Click Admin / Organization
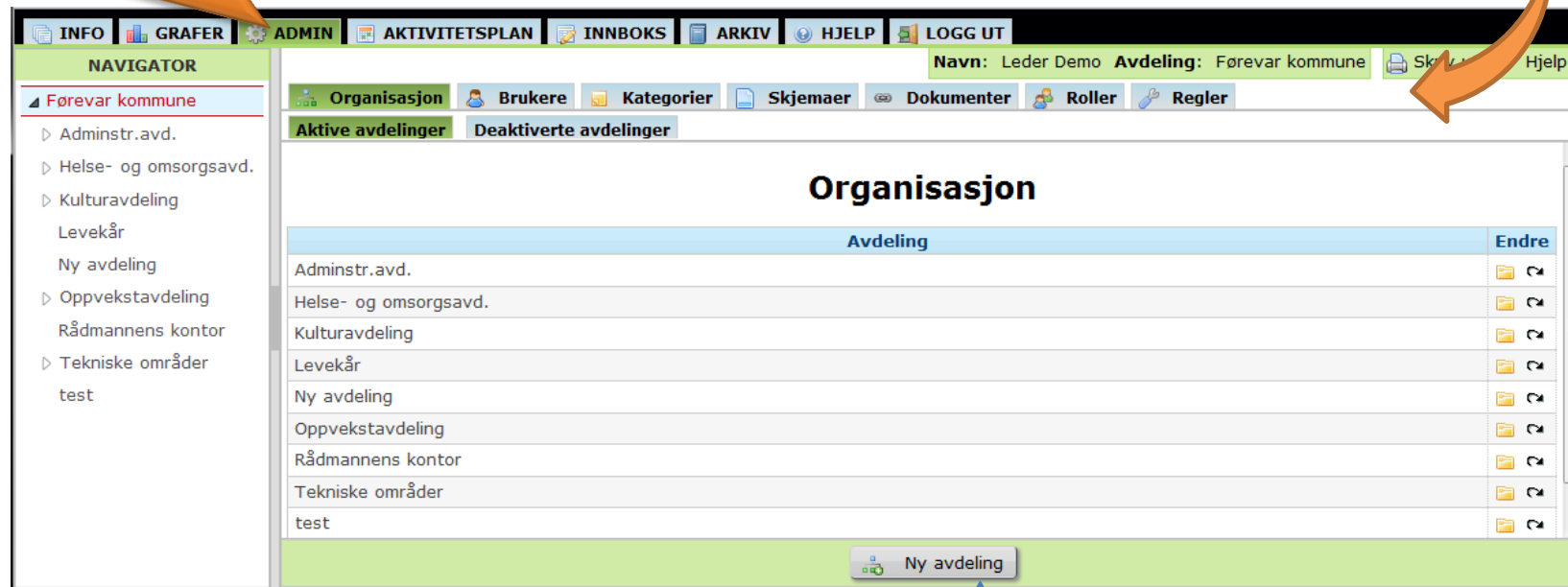
Each of the tabs in the second line of options, provides a similar interface :
- A table with a button below the table **on a green bar (as shown at the bottom of the screen shot). This gives the user the possibility to add New departments, users, category, forms, documents, roles and rules.**

1.1 Add New department (Place, Project for which people are accountable or work on it).

Black arrow De-activates Department

NOTE! Also employees and department's Message forms

3. Add a Department

Ensure that you are at the right place on the Navigator.

Click Save

1.2 Add New User.
(Automatic if QM+ and AD are integrated!)

Dropdown menu:
User information gives overview on
the roles assigned to different users.

Click here to Send
E-Mail or SMS, -
Assumption is
that all have e-
mail addresses

See screenshot
below

Click here to
also include
users who are
in the sub-
levels of the
department.

Click here to
select all.

New User
Leads to a new
page,
See next page.

This message can be
sent to all or to specific
users dependent on
what has been selected.

See page 8.

1.2.a There are 4 user types and each has different access rights to QM+

"Leader" (=Super Administrator) who has the Admin option. Amongst other functions, can create new forms

"Case Handler" does not have the Admin option, but can follow up cases with rights to administer measures

"Safety representative", sees the same as the case handler, but could have limited access to following up cases. "Hovedverneombudet" does not see as much as Leader, but cannot handle cases, even though he has the **right to see**.

"Employee", who sees only his things does not see the navigator or Graphs

Navigator: Remember to be at the right department when you add a user

Use this option when an employee could be working in different days, for ex, on different days of the week.

User Type: - Selecting the type decides the acess level that the user has in QM+.

Roles: Note! This is used to control access to form. If the form and the user have the same role, the user has access to the form. The roles are set here.

All user types that haave access to the Management documents and the Rules framework can register notifications (Deviations, Adverse notifications, Suggestion for improvements) and fill out questionnaires, checklists and risk analysis forms. The structuring of these are done only by the Super Administrator.

1.3 E-Mail addresses
All users of the system must have access to E-Mail.
This makes it possible to send feedback, results and decisions on measures as messages through e-mail, *without the need to leave QM+*. All users with access to QM+ - username and password – have simultaneous access to E-mail communication

E-Mail addresses are required to send out Checklists and questionnaires to employees. This is done through ACTIVITY PLAN / Planning.

1.3.a Send SMS of Email to all within the organization.

Leader can send e-mail or SMS to everyone in the organization.

Very relevant in emergency situations.

(SMS- must be ordered separately)

1.4 Organizations can integrate QM+ with AD (Active Directory).

QM+ updates itself automatically when integrated with AD. For example, QM+ can synchronize every night with AD. It is common to order active directory integration for companies that have over 1000 employees.

If the customer does not choose AD integration, the leader will need to add the details manually.

AD Integration is a pre-requisite for Single Sign On (SSO). With SSO the user will not require to actively type in their username and password to gain access to QM+. With your own PC, you also have access to QM+ just by clicking on an Icon.

It is an advantage if the navigator set up is similar to the set up of org.tabell in Active Directory. The synchronization is then extremely simple. If there are exceptions, these can be managed through filters. This requires that QM+ and customer's technical people work together to set it up.