

How to Assign Roles/Access for Confluence SLC and qTest

qTest Roles - SQA and SME are designated as "Viewer Role"

Functional Role	Description	Rights	Can Approve for Execution ¹
Viewer	Cannot make changes	View Only	No
Tester	Authors and Executes Test Cases	Create/Edit	No
Test Lead	Creates releases and assign test cases into releases. Approves Test Cases for Execution.	Create/Edit	Yes
Business Analyst (BSA)	Maintains Requirements	Create/Edit	Yes
Release Manager	BSA Role plus creates releases.	Create/Edit	Yes
SQA	Software Quality Assurance Team, Reviews Test Cases and executions	View Only	No
SME	SME Subject Matter Expert <ul style="list-style-type: none"> • Product Owner / Business Process Owner • Security Resource • Privacy • Product QA - Medical Device • Tech Lead 	View Only	No

Approver roles applicable to testing are listed below:

Test Category	Approver Roles				
	Business Process Owner	Quality Assurance	Technical Resource	Testing Resource	Other Approver
Unit Tests			Yes	Yes	
Functional		Yes ²	Yes	Yes	
Interface			Yes	Yes	Infrastructure
User Acceptance Tests (UAT)	Yes				
Performance			Yes	Yes	
Dynamic Application Security Test (DAST)			Yes	Yes	Application Security

² If the requirement Quality Designation is High or High (Medical Device)

Confluence SLC Roles

Space Role	Similar IT09.01 Role	What They Do in Confluence
Document Preparation		
Viewer	N/A	View Only. Will not be able to modify documents.
Contributor	Anyone	Creates/authors documents. Could route a document for approval. This is the most common activity.
Approver	Any IT09 approver role	Approves a document as the SME for their IT function. For DevOps Documents: User Stories, Test Execution Acceptance, Release Summary this is BSO, ITSO and SQA for GxP. All other documents refer to IT09.01 pp15-16.
Special Access		There should be very few people on the team that have this special access.
Revisor ¹	N/A	<u>Elevated access.</u> Allowed to open up an approved document for revision. This should be limited to only select team members Revisor does not mean you edit documents!
Space Administrator ¹	Change Owner	<u>Elevated access.</u> Oversight over document preparation and routing.

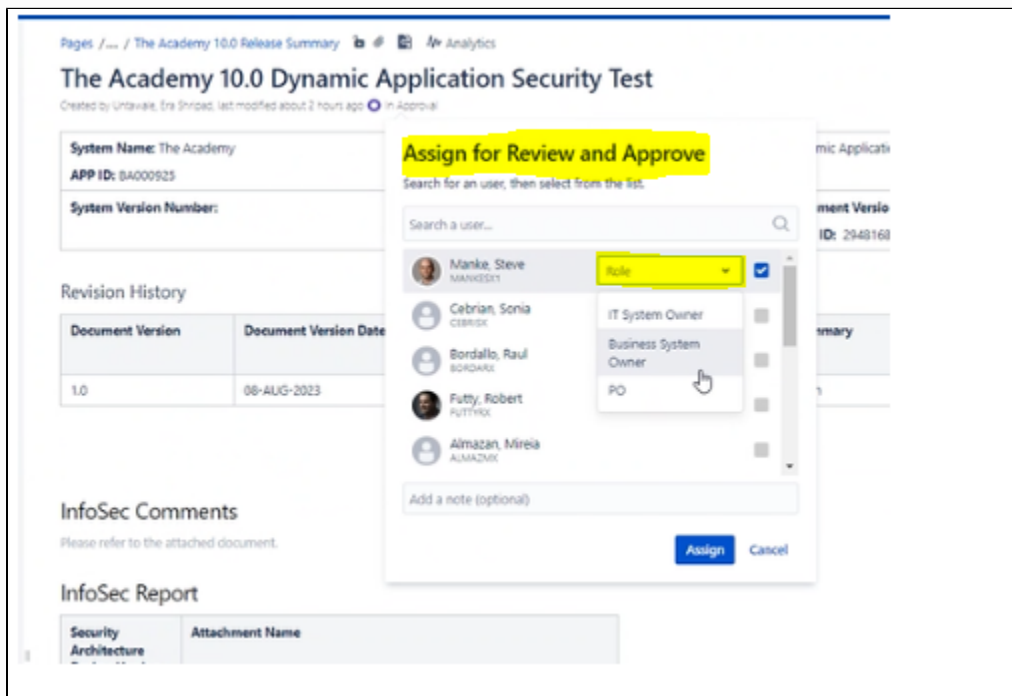
Role	Confluence Role	qTest Role	Required Training
Business System Owner (BS)	Approver	Approver	Sessions 1, 2, 3, 5, 6, 7
IT System Owner (ITSO)	Approver	n/a	Sessions 1, 2, 3
Product Owner (PO)	Approver	Approver	Sessions 1, 2, 3, 5, 6, 7
Scrum Master (SM)	Contributor	n/a	Sessions 1, 2, 3
Delivery Lead (DL)	Contributor	n/a	Sessions 1, 2, 3
Lead Architect (ARC)	Approver	Viewer	Sessions 1, 2, 3, 5, 6, 7
Business Analyst (BA)	Revisor	n/a	Sessions 1, 2, 3
Operations Lead (OL)	Approver	n/a	Sessions 1, 2, 3
Business Relationship Manager (BRM)	Contributor	n/a	Sessions 1, 2, 3
Release Manager (RM)	Contributor	n/a	Sessions 1, 2, 3
Developers (DEV)	Viewer	n/a	Sessions 1, 2
QA Lead	Approver	Approver	Sessions 1, 2, 3, 5, 6, 7
QA (Testers)	Viewer	Viewer	Sessions 1, 2, 3, 5, 6, 7
Privacy SME	Approver	Viewer	Sessions 1, 2, 3, 5, 6, 7
Security	Approver	n/a	Session 1,2,3

DAST and SAR security resources will be assigned to the security member to review it, so they create the document and then the security member will look into it and they need to confirm it in confluence and the same has to be approved. For the security member to approve the document we need to complete a confluence request for access. [Confluence Access Request](#)

Common Error

A Common Error

When you **cannot find** the role associated to assign, you need to **type in the role** and it will show up and then it can be added to the list.



The screenshot shows a Confluence page titled "The Academy 10.0 Dynamic Application Security Test". The page includes fields for System Name, APP ID, and System Version Number. Below these is a "Revision History" table with columns for Document Version and Document Version Date. The table shows a single entry with version 1.0 dated 08-AUG-2023. There are also sections for "InfoSec Comments" and "InfoSec Report". A modal window titled "Assign for Review and Approve" is open, showing a list of users and a dropdown menu for selecting a role. The role "PO" is highlighted, and a hand cursor is pointing at it.