**ECO Permissions and Supplier Register**

Hi Liz

Sure I can help. Please see below

**ECO USER GROUPS:**

* **ECO basic role:** The functions allowed under this role are viewing and owning qualifying measures, disowning qualifying measures which the user owns, changing the status of completed measures (except Approve and Reject), releasing incomplete measures, making recommendations for approval or rejection and adding general review comments for a completed measure.
* **ECO standard role:** under this role are viewing and owning qualifying measures, disowning qualifying measures which the user owns, remove the ownership from other users, changing the status of completed measures (except Approve and Reject), releasing incomplete measures, making recommendations for approval or rejection and adding general review comments for a completed measure. This is exactly the same as the above user. This user recommend approval/ reject for transfers. When I grant access to colleagues I always give them standard access.
* **ECO advanced role:** Only band Ds have this access. The access rights under this role are the same as the ECO standard role plus the ability to reject or approve qualifying measures (individually or in batches). Users assigned the Advance Role are also able to remove ownership from other users and can perform system operations without being the dedicated owner of measures. This user can also action obligation trade requests and approve/ reject transfers.
* **Internal admin:** The access rights under this role are viewing and owning qualifying measures, disowning qualifying measures which the user owns, changing the status of completed measures (except Approve and Reject), releasing incomplete measures, making recommendations for approval or rejection. This user recommend approval/ reject for transfers. Most importantly granting access to internal and external users.

Here is an old internal user guide of the register. We do not have a new internal guide for ECO2t. but the only change is the manage trading obligations tab from internal view. <http://sharepoint2013/es/ES/eco/ECO_Systems_Lib/ECO%20Internal%20User%20Guide%20V9.0.pdf>

**SUPPLIER ACCESS TO THE REGISTER:**

* **Authorised Signatory user**: is an external user who is the main ECO contact for a supplier. The Authorised Signatory can access the ECO Register, submit and view completed measures.
* **Additional external user:** is an external user who is the additional contact for a supplier. Permissions for additional external users include access to the ECO Register, submitting and viewing completed measures.

The Authorised Signatory role and the Additional external user role currently have the same permissions. Users can log in, log out and update the password relating to their user account, Users can upload and view qualifying measures relating to their supplier account, Users can request the approval of transfers of completed measures and manage approval requests relating to their supplier account.

How do Suppliers get access to the Register?

Supplier normally emails the operations team regarding getting access and they fill in a data authorisation form which the ‘Authorised  Signatory User’ must sign (see attached). This form is then reviewed by Band D and then I (Nurul) give access to the users. Suppliers receive an email notification from the register with a temp password. The form is then stored in sharepoint.

What do we store in the database for a Supplier and is there any way to maintain this data?

In the accounts section we have supplier address, contact

Each individual user has their job title, telephone (required field) and email (required field).

**From ECO Internal**

<http://ecodevapp:42/User/Details/414>

Admin\External Users – click name

