

Understand supply groups and user roles

(for Supply Group Administrators and Supply Administrators)

This quick reference guide explains what *Supply Groups and Supply Relationships* are within Hinekōrako, what the supply user roles are and how these three things are related.

This is fundamental information for all users to understand because it explains:

- For all users why they can see certain supplies and may not be able to see others and why they can do some things in relation to those supplies but cannot do others.
- For *Supply Group Administrators and Supply Administrators* how access to supplies works to inform your decisions when managing user access.

Supply groups

Hinekōrako enables multiple supplies to be administered by one person by grouping those supplies into *Supply Groups*. Every supply is in a *Supply Group* and every *Supply Group* must have one Hinekōrako user with the role of *Supply Group Administrator*, who is able to not only maintain the registration details of the supplies but also manage the access of other Hinekōrako users to the supplies in the *Group*.

In the case of simple supplier set ups, the *Supply Group* may have a single supply in it and a single user who is the *Supply Group Administrator*. In the case of complex supplier set ups, the *Supply Group* may have multiple supplies and multiple users that may have access to some or all of the supplies and may have roles that provide them with different levels of access.

Supply relationships

The responsibilities and statuses of the various people and organisations in relation to the supply are captured on the registration record as *Supply Relationships*. When creating a record of a *Supply Relationship* you will add a person as a contact or add an organisation and then indicate the nature of the relationship with the supply including, for example, whether the person or organisation is an *Owner, Operator or Agent* and whether the person is the *Overall Supply Contact and/or Registration Contact*.

See the **Supply data** quick reference guide on the [Taumata Arowai website](#) for more information on *Supply Relationships*.

Supply Relationship records serve three purposes:

1. They inform Taumata Arowai of the people and organisations related to the supply and their responsibilities with respect to the supply.
2. Some of the information is used to display on the public register of supplies for the benefit of consumers.
3. They can be used to restrict Hinekōrako user access to supplies.

Hinekōrako user roles

Often when there are multiple supplies in a Supply Group, everyone connected to the *Supply Group* should have access to all of the supplies in it. In those cases everyone will have one of the following Hinekōrako user roles:

User Role	Explanation
Supply Group Administrator	<p>The <i>Supply Group Administrator</i> is able to:</p> <ul style="list-style-type: none"> • Register a new supply, which will be added to the existing <i>Supply Group</i>. • View and update the registration details of any of the supplies in the <i>Supply Group</i>. • Submit further information, e.g. supplier notifications, to Taumata Arowai regarding any of the supplies in the <i>Supply Group</i>. • View previous submissions of information regarding any of the supplies. <p>The <i>Supply Group Administrator</i> is also able to:</p> <ul style="list-style-type: none"> • View all of the people connected to the <i>Supply Group</i> and add a contact record for a new person connected to the <i>Supply Group</i>. • Invite any person connected to the <i>Supply Group</i> to create their own Hinekōrako user account, including choosing what role they will have, and which supplies they will have access to. • Manage the role and access of all existing users connected to the <i>Supply Group</i>.
Supply Group User	A <i>Supply Group User</i> can do all of the things that a <i>Supply Group Administrator</i> can do, except invite new users and manage existing user roles and access.
Supply Group Read Only	A <i>Supply Group Read Only User</i> can view the registration details of all supplies in the <i>Supply Group</i> and the details of all further information submitted to Taumata Arowai regarding those supplies, e.g. supplier notifications, but cannot register new supplies, update existing supply registrations, or submit further information and cannot invite or manage users.

In some circumstances you may need to provide someone with access to your *Supply Group* but restrict which supplies they can see. For example, if a person works for an operator of only one supply in your group of supplies or if you are an agent for multiple suppliers and want to provide the owner of one of those supplies with access to just their supply.

In those cases you should give that person one of the following *non-Supply Group* roles:

User Role	Explanation
Supply Administrator	<p>The <i>Supply Administrator</i> is able to do everything a <i>Supply Group Administrator</i> can do, but only for those supplies the person has a <i>Supply Relationship</i> with.</p> <p><i>Supply Administrators</i> can invite people to set up user accounts, but only those people that have a <i>Supply Relationship</i> with a supply that the <i>Supply Administrator</i> has a <i>Supply Relationship</i> with. When inviting or managing users, the <i>Supply Administrator</i> cannot allocate them any of the <i>Supply Group</i> roles.</p>

User Role	Explanation
Supply User	A <i>Supply User</i> can do all of the things that a <i>Supply Group User</i> can do, but only for those supplies the person has a <i>Supply Relationship</i> with.
Supply Read Only	A <i>Supply Read Only User</i> can do all of the things that a <i>Supply Group Read Only User</i> can do, but only for those supplies the person has a <i>Supply Relationship</i> with.