USER ROLES: ACCESS AND PERMISSIONS

User roles are a collection of permisssions to access certain areas of our website, typically limited to the area of responsiblity for a particular role. User roles allow customers to optimize workflow and reduce errors by enabling them to delegate responsiblities and permissions to certain users only.

ESTIMATOR:
Users with this role will have access to search the catalog, view pricing and inventory, request a quote, create lists, and create saved orders, but will be blocked from placing orders.

SENIOR BUYER:
The senior buyer role does not need approval to place orders and typically serves as an approver to any assigned junior buyers.

The senior buyer role will not see closed orders in Order History and can only reorder on open orders.

JUNIOR BUYER:
The junior buyer role must be assigned to an approver (Admin or Senior Buyer) and can only place orders for approval.

The junior buyer role will not see closed orders in Order History and can only reorder on open orders.

ADMINISTRATOR:
The Administrator role typically is a senior buyer who also manages all other buyers for the organization.

The administrator has access to all areas of the website, including User Administration where user access and permissions are managed.

ORDER HISTORY:
Order history is a supplemental role to add permissions to an existing role.

Users with this role will have access to Order History for closed orders, but will not have the ability to see pricing or have access to reorder on closed orders.

FINANCE:
Finance is a supplemental role to add permissions to an existing role.

Users with this role will be granted access to Order History for open and closed orders including pricing and reorder. Use will also have access to Invoice History, Account Summary and Monthly Statements.

PAGES	PRIMARY USER ROLES				SUPPLEMENTAL ROLES	
	ESTIMATOR	SENIOR BUYER	JUNIOR BUYER	ADMINISTRATOR	ORDER HISTORY	FINANCE
Catalog	X	X	X	X		
Pricing	X	X	X	X		
Inventory	X	X	X	X		
Quick Order	X	X	X	X		
Order Submission		X	X	X		
Place orders without approval		X		X		
Approve orders pending approval		X				
Place orders for approval			X	X		
Request for Quote & Quote Details	X	X	X	X		
Product Groups & Saved Carts	X	X	X	X		
My Profile	X	X	X	X		
Ship to Addresses	X	X	X	X		
My Saved Payments		X	X	X		
User Administration				X		
Account Summary & Monthly Statements				X		+
Order History	X	X	X	X		
Open Orders	X	X	X	X		
Closed Orders				X	+	
Pricing				X		+
Reorder				X		+
Order Detail	X	X	X	X		
Invoice History				X		+