Jaggaer Roles and Permissions

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1. Overview

Jaggaer users are assigned one or multiple roles within the system, which give them different levels of access and permissions. This guide provides users with an overview of Jaggaer roles.

If you wish to modify your roles and permissions, please contact your local Jaggaer administrators within your school/division. However, for high-permission roles, including **Radioactive S8/S9 Approver**, **Stockroom Administrator**, **Scientist Administrator**, and **System Administrator**, please submit a request to the Jaggaer Central Admin team at jaggaercim@unsw.edu.au with your details and supervisor's approval.

2. Researcher Roles

Permissions	Scientist Guest	Buyer (Hosted Catalog)	Buyer (Type In)	Buyer (UNSW Store)	Scientist II User
Search and purchase from Hosted Catalog	✗	✓	✗	✗	✓
Add and purchase Type In items	✗	✗	✓	✗	✓
Search and purchase from UNSW Stores (low-risk items)	✗	✗	✗	✓	✓
Search for chemicals in Storerooms/Labs at your Site	✗	✓	✓	✓	✓
View My Request – check order details, status, re-order	✗	✓	✓	✓	✓
Container Management - search, create, dispose, edit, put in transit, update quantity, transfer location/ownership	✗	✗	✗	✗	✓
Materials Management – search, create, edit all materials	✗	✗	✗	✗	✓
Search permission only	✓	-	-	-	-

Note: As UNSW Store orders do not require cost approval, **Buyer (UNSW Stores)** or **Scientist II User** role should only be assigned to people that are trusted and have appropriate knowledge and experience (at least postdoc or senior PhD student recommended).

3. Approvers and Administrator Roles

Note:

- Approvers and Administrators will be assigned **Scientist II User** role along with the below role to have full researcher permissions.
- **Receiver** has the permission to receipt **all** orders; hence, this role should only be assigned to technical officers, lab managers, or local Jaggaer administrator who are responsible for processing received delivery items.
- Approver roles (i.e. **Cost Centre Approver** and **EHS User**) must only be assigned to UNSW staffs.

Permissions	Receiver	Cost Centre Approver	EHS User	Radioactive S8/S9 Approver	Stockroom Administrator	Scientist Administrator	Systems Administrator (Central Safety Team)
Receiving – Receipt orders in Jaggaer to proceed with invoice payment	✓	✗	✗	✗	✓	✗	✓
Search All Request Items – Search to view details and status for all request items	✓	✓	✗	✗	✓	✓	✓
Open Approval Items – Cost approval for orders within Approval Organisations list	✗	✓	✗	✗	✗	✗	✓
Open Approval Items – Safety approval for toxin, EHS Restricted II, new substances, controlled substance	✗	✗	✓	✗	✗	✗	✓

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Open Approval Items – Safety approval for EHS restricted list for chemicals considered as high risk at UNSW, S8/S9 schedule drug, and radioactive substances	✗	✗	✗	✓	✗	✗	✓
Reports Functionality – Access to view, schedule and run reports	✓	✓	✓	✓	✓	✓	✓
Stockroom Modules - update stockroom inventory item, fulfill stockroom requests, create PO, create container, replenishment	✗	✗	✗	✗	✓	✗	✓
Held Cart – View all orders pending for approvals within organisation	✗	✗	✗	✗	✗	✓	✓
People Administration – Create and edit Person (update roles/cost centre/organisation/location)	✗	✗	✗	✗	✗	✓	✓
Cost Centre Management – create new cost centre group and add cost centre	✗	✗	✗	✗	✗	✓	✓