

**At the conclusion of
this lesson, you will
be able to:**

- * **State why different levels of access are established in ECAT.**
- * **Define the different levels of user access in ECAT.**
- * **Distinguish among user roles.**

5.1 Why set levels of access?

Security is one of the most important issues facing the administration of computer networks in today's business world. To help ensure that only authorized personnel order supplies through ECAT, the ability to define and set different levels of access for different users is built into the application.

Every ordering point (activity) has the ability to set its own levels of access, since policies and organizational hierarchies may change from activity to activity. There are four types of users in ECAT:

- * **Order Builders**
- * **Order Authorizers**
- * **Group Administrators**
- * **Receipt Personnel**

Each activity also has the ability to determine and set the appropriate mix of user roles for itself. For example, some activities may allow all users to be Order Builders and only one user to be an Order Authorizer, while others may allow users to have both Order Builder and Order Authorizer privileges. Each activity must also designate at least one Group Administrator.

↓ **5.2 Order Builders**

The **Order Builder** is the most basic level of user in the ECAT system. The Order Builder is able to search for products, use the Working List and User Notes, create and manipulate Reorder Lists, manipulate items in the Cart, build and submit an order for Authorization, and view reports in ECAT, but he or she can not actually purchase an order for any items. Generally, this user does not have budgetary authority to spend money at the ordering location.

5.3 Order Authorizers

The **Order Authorizer** has all the privileges of the Order Builder, plus the ability to accept and process orders. The Order Authorizer has purchase authority at the ordering location. Depending on the policy at your particular location, the Order Builder might or might not have Order Authorization privileges.

▼ **5.4 Group Administrators**

The **Group Administrator** is a user who is authorized to add new user accounts, modify the status of current accounts, and disable user accounts. If you need to delete an ECAT user account, contact the ECAT Help Desk (Appendix C) for assistance. Depending on the policy at your particular location, the Group Administrator might or might not have Order Builder or Order Authorization privileges.

5.5 Receipt Personnel

Receipt Personnel are those users who are authorized to mark in ECAT that items in a shipment have arrived at the ordering location. Any user can be designated Receipt Personnel - including Builders, Authorizers, and Administrators — or the Receipt Personnel could be independent of the other users.

Below are a few questions designed to reinforce the material presented in the preceding lesson.
Please take a few minutes to carefully read and answer them. The answers can be found in Appendix F.

Lesson 5 Questions

- 1. According to the manual, what is one of the most important issues facing the administration of computer networks in today's business world?**
 - a. Software Piracy
 - b. Memory usage
 - c. Security
 - d. Server maintenance costs

- 2. Why should you use the ECAT security feature to set levels of access?**
 - a. To add multiple users to the Access list on the User Note Access page
 - b. To ensure that only authorized personnel order supplies through ECAT
 - c. To enable Order Builders to search for products
 - d. To enable Order Authorizers to accept and process orders

- 3. Which user type is authorized to add new user accounts, modify the status of current user accounts, and disable user accounts?**
 - a. Order Builder
 - b. Group Administrator
 - c. Order Authorizer
 - d. Receipt Personnel

- 4. Which user type has the ability to accept and process orders?**
 - a. Order Authorizer
 - b. Order Builder
 - c. Group Administrator
 - d. Receipt Personnel

5. What are the four user roles in ECAT?

- a. Order Builder, Order Authorizer, Group Administrator, Order Receiver
- b. Order Builder, Order Authorizer, Systems Administrator, Receipt Personnel
- c. Order Builder, Order Approver, Group Administrator, Receipt Personnel
- d. Order Builder, Order Authorizer, Group Administrator, Receipt Personnel