Administrator Role

This document is intended to assist staff who are assigned the Administrator. As Administrator, there are two supported workflows in addition to those for the Data Contributor and Project Manager:

- **Manage Administrators** – Manage the list of Administrators
- **Manage Lookup Tables** – Manage the values and definitions in the lookup tables

1 Manage Administrators

As Administrator, you can add or remove other administrators. Note that all administrators have equal levels of permission to remove each other.

Notes:

- Bureau Data Manager = the Administrator Role

2 Manage Lookup Tables

Administrators can manage all lookup tables except in cases where application business logic precludes that. Thus, Administrators can edit the following tables:

- Rod Installation Method
- Marker Horizon Material
- Core Types
- Organizations
With each lookup table and value, Administrators can add, edit or inactivate lookup values. Administrators should inform all users that changes are being made since changes affect all regions.

Note:

- Inactivating a lookup value does not delete it or the related data in the database.

Likewise, Administrators may not edit the following lookup tables because business logic depends on specific values

- Pin Flags
- Data Processing Levels