# QUICK START GUIDE 5: TEAMS

This document describes how Quantifire implements a team structure. Part 1 is primarily intended for company administrators in designing teams, however Part 2 provides information on how to work within teams for users to whom this is applicable.

## 1. TEAMS IN QUANTFIRE

Quantifire permits an unlimited number of teams, across 5 hierarchical levels, for both Hydrocarbon (HPFP) and Cellulosic (CPFP) users. The hierarchical approach grants full visibility of projects to users in the same team, and to users higher in the hierarchy.

Following implementation of a team structure, all projects are assigned to a team upon creation by the user who creates the project. Users should therefore note that team membership is a project property. All packages (if used), saved jobs, and reports under that project will inherit the team of the main project.

Users at higher levels can choose which team they assign a project to on creation. This allows a higher-level user to make projects visible to lower-level teams. Projects can also be made available to any user through the granting of special permissions.

Examples of the above are given in Table 1, with reference to the example structure shown in Figure 1.

*Table 1: Example project visibilities*

| Project created by user in team: | Project assigned to team: | Teams with visibility of project: | Teams without visibility of project: |
|---|---|---|---|
| EMEA | EMEA | Global CPFP, EMEA | Europe, UK, DE, Middle East, Africa, Americas, Asia, Australia & NZ, Global HPFP |
| EMEA | UK | Global CPFP, EMEA, Europe, UK | DE, Middle East, Africa, Americas, Asia, Australia & NZ, Global HPFP |
| UK & Global HPFP (member of 2 teams) | UK | Global CPFP, EMEA, Europe, UK | DE, Middle East, Africa, Americas, Asia, Australia & NZ, Global HPFP |
| UK & Global HPFP (member of 2 teams) | Global HPFP | Global CPFP team | All CPFP teams |

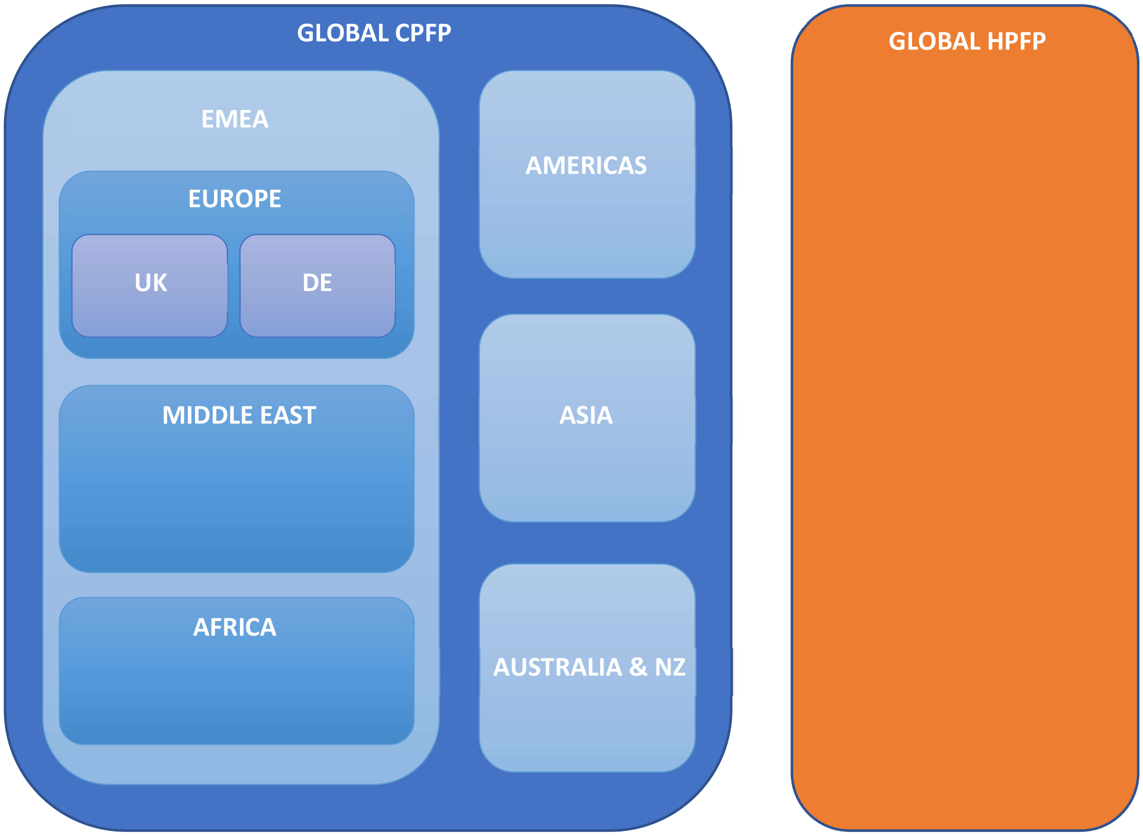


*Figure 1: Example team structure*

To implement a team structure in Quantifire, the primary administrator must provide PFPS with a list of teams (in an organogram, or in a table clearly stating which teams reports to which), and a list of all users and the team to which they should be assigned.

## 2. WORKING WITH TEAMS

### 2.1 Standard permissions

A team must be assigned when a project is created, as shown in Figure 2. All teams that a user has visibility on will be available in a drop-dox list here. Using the example above, a UK team member here will see only one option ("UK") however an EMEA team member will see six options ("EMEA, "Europe", etc.). Care should be taken to assign a team to the lowest level that will need access.

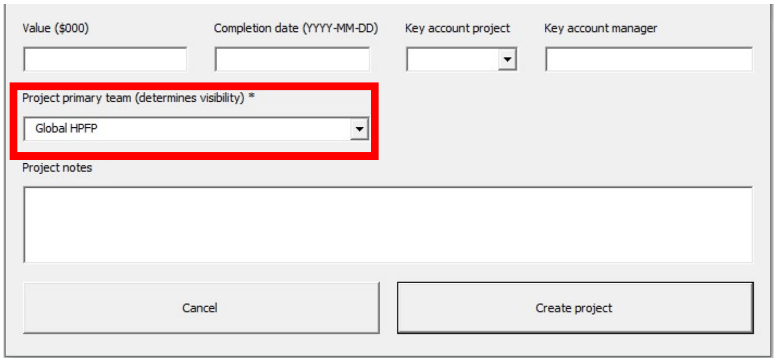


*Figure 2: Assigning a project to a team*

The assigned team can be modified at any time using the Edit Project window. Any user with permissions to view a project can edit a project, however the limitations on teams available remains. Using the above example, a UK team member can in theory change the team, however in practice they have only one option.

## 2.2 Special permissions

Users outside a team with standard permission to view a project can be granted special permissions to view a project. This is done via the *Edit project* window, and the *Manage project visibility* button, as shown in Figure 3.

The manage project visibility window will give a list of all users with standard visibility of the project (left list), the users who have already been granted special access (middle list) and users without visibility (right list). Multiple users can be selected, and then click to grant or remove access. The database will be updated and the window will automatically close.

Note that users with special access cannot edit a project (or grant / remove special access to a project). This feature is reserved for users with standard access.

Users can view the projects they have been granted special access of by clicking *Show other teams* in the main *Select project* window, as shown in Figure 4. The main projects list will be updated accordingly. Note the search and filter functions will apply to the updated list, so if a project is not shown these may need to be cleared. Users return to projects they have standard access to by clicking the same button again.

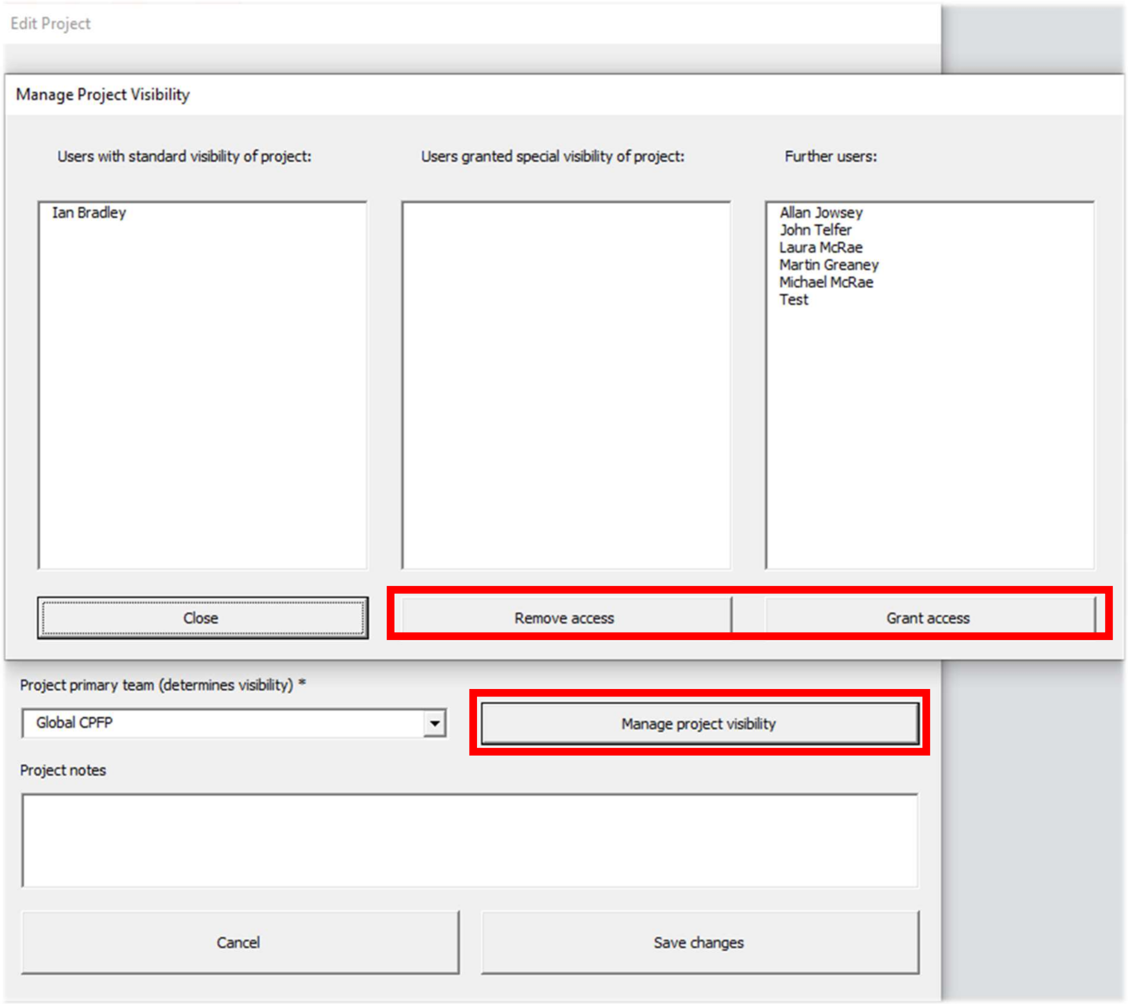


*Figure 3: Granting special permission to a user*

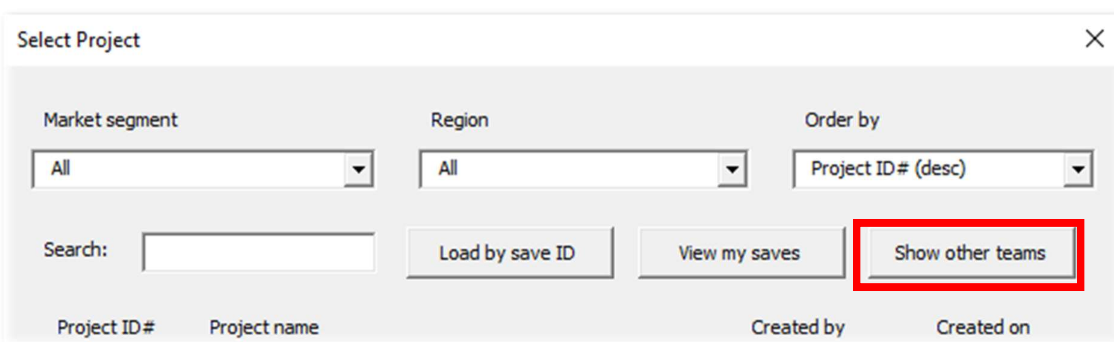


*Figure 4: Viewing projects via special access*