WALLED GARDEN
USER PROFILE SUMMARY

User profiles

A user profile gives you certain access to Walled Garden. There are five user profiles –

Primary User: Permission to create, amend centre user accounts, update centre addresses and preferences. Full Walled Garden access rights for all order types and reports.

Secondary User: Permission to place all order types and view all reports.

Tutor user: Permission to place SmartScreen and Publication orders, schedule E-volve examinations and manage SmartScreen subscriptions.

Finance User: Permission to view financial, orders and candidate results reports. Will not be able to place orders.

Read Only User: Permission to browse the catalogue. Will not be able to place orders.

User profile access

The below table provides a breakdown of what access each user profile provides.

	User functions	Primary	Secondary	Finance	Tutor	Read only
Catalogue	Arrangements access	✔	✔			
	Browse catalogue	✔	✔	✔	✔	✔
	Candidate management	✔	✔			
	Submit dated entry order	✔	✔			
	Submit E-volve examination order	✔	✔		✔	
	Access frequently ordered products	✔	✔			
	Access e-certificate	✔	✔			
	Submit registration order	✔	✔			
	Submit On-Demand order	✔	✔			

	User functions	Primary	Secondary	Finance	Tutor	Read only
Catalogue cont...	Access price list	✔	✔	✔		
	Submit publication & merchandise orders	✔	✔		✔	
	Submit results order	✔	✔			
	Submit SmartScreen subscription order	✔	✔		✔	
	Access your favourites	✔	✔		✔	✔
Data Services	Upload EDI files	✔	✔			
Reports	Amend On Demand orders	✔	✔			
	Candidates and results	✔	✔	✔	✔	✔
	Diploma Aggregation Service	✔	✔			
	Financial	✔	✔	✔		
	Learner Registration Service	✔	✔		✔	✔
	Orders	✔	✔	✔	✔	
	Qualifications	✔	✔		✔	✔
	Maintenance Report	✔				
User Settings	Access Help	✔	✔	✔	✔	✔
	Edit user details	✔	✔	✔	✔	✔
	Reset Password (Security)	✔	✔	✔	✔	✔
Settings: Centre Settings	Edit Centre Address	✔				
	Edit Billing Address	✔		✔		
	Edit QP Address	✔				
	Edit /Add/Delete Delivery Address	✔	✔			
	View Addresses	✔	✔	✔	✔	✔
	View Settings	✔	✔	✔	✔	✔
Settings: SmartScreen	SmartScreen Administrator	✔	✔		✔	
Settings: Centre Preferences	Change Invoice medium type	✔		✔		
	Change Invoice frequency	✔		✔		
	Change Certificate frequency	✔				
	Change Unit Credit option	✔				
	Change White Paper option	✔				
	Change Notification of Candidate Record option	✔				

	User functions	Primary	Secondary	Finance	Tutor	Read only
Settings: Manage Users	Create account	✔				
	Edit account (first name last name /job title/ secondary job title, telephone and email address)	✔				
	Delete account	✔				
	Lock/Unlock account	✔				
	View Manage Users	✔				

Quality add on profiles

If your centre works with City & Guilds in the UK, you will be able to select a Quality add on profile which provides you with access to the Quality section of Walled Garden. One of the following three Quality add on profiles may be added to your existing core Walled Garden user profile. This will depend upon the access you require.

Full Access: Permission to view and submit all centre forms including Qualification Approval, Centre Update and CA2 forms.

Administration: Permission to view all forms and submit Centre Update and CA2 forms only. Will not be able to submit Qualification Approval forms.

Read only: Permission to view all forms. Will not be able to submit Qualification Approval, Centre Update and CA2 forms.

Quality add on profile access

	User functions	Full Access	Administration	Read Only
Quality	View My Approval Applications	✔	✔	✔
	View My Approval Visits	✔	✔	✔
	View My Qualifications	✔	✔	✔
	View My Quality Assurance Activities	✔	✔	✔
	View My Centre Updates	✔	✔	✔
	View Activity Planner	✔	✔	✔
	View Online Forms	- View all forms - Submit all centre forms	- View all forms - Submit centre updates and CA2 forms only	- View all forms