

Access Update

Welcome to the March 2019 Access update. This bulletin covers the most recent developments and new features now available through the Quartz Web Portal.

Quartz Contact Manager

From August 2019 the 'Contact Manager' will be available for Centres to use on the Quartz Web Portal.

The 'Contact Manager' provides Centre Administrators with the following capabilities:

- ◆ To view all their contacts, their roles, sites and expiry dates
- ◆ Expire or Close an existing contact - i.e. bring their role to an end (as of 'today')
- ◆ To make modifications to existing contacts:
 - ◇ Make changes to forename, surname, telephone
 - ◇ Change the site at which the contact holds their role
 - ◇ To change the contact's email address (for a particular role) - subject to the revised email either being new, or already being assigned uniquely to the contact
- ◆ To add new contacts
- ◆ To add new roles to existing contacts

This feature will be available to anyone with the 'Access to HE Administrator' role on the Quartz Web Portal.

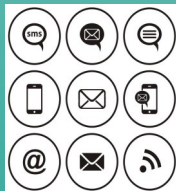
Previously at the start of the academic year we would ask Centres to complete and return a contact questionnaire to confirm any changes to contacts at the Centre; however, with the Contact Manager you will be able to do this online via Quartz Web Portal and at any time of the year. We will continue to remind Centres to check and update their contacts.

A brief guide will be circulated with the start of year packs, and in the meantime if you have any queries regarding the Contact Manager then please do not hesitate to contact us.

Future Developments

Look out for further information on the following, coming soon;

- ◇ DER system enhancements
- ◇ Extended Quartz Web permissions for External Moderators
- ◇ Rules of Combination checker on Quartz Web Portal
- ◇ Improvements to Quartz Web Portal interface

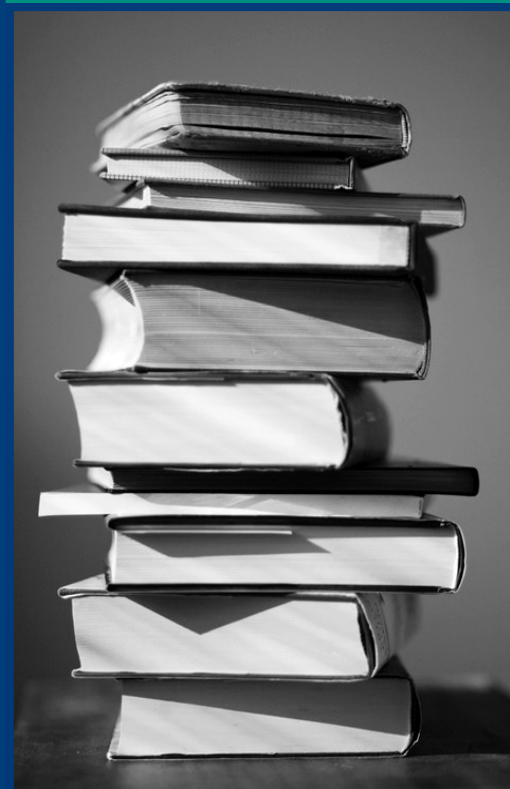


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SUGGESTIONS

WE WELCOME YOUR FEEDBACK AND SUGGESTIONS

If you have any suggestions or feedback on how we can improve the services available through the Quartz Web Portal, please do not hesitate to get in touch; we welcome all feedback and suggestions!

To get in touch with us or if you have any Quartz related queries please contact us;

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