

Understanding Staff Users

Staff users are responsible for reviewing the content deposited by Producer Agents, managing Producers and Producer Agents, and configuring the way in which Producer Agents deposit content.

The following table describes Staff users' roles and responsibilities:

Staff Users' Responsibilities

Staff Role	Responsibilities
Deposit Managers	<ul style="list-style-type: none"> Configuring generic Producer profiles and material flows <p>Deposit Managers work with the Producers sub-menu. For more information, see Understanding Deposit Managers.</p>
Negotiators	<ul style="list-style-type: none"> Personalizing generic Producer profiles and material flows for the needs of specific Producers Managing Producers and Producer Agents <p>Negotiators work with the Producers sub-menu. For more information, see Understanding Negotiators.</p>
Assessors, Arrangers, and Approvers	<ul style="list-style-type: none"> Reviewing the content deposited by Producer Agents and deciding whether it should be approved, returned to the Producer Agent, or declined <p>Assessors, Arrangers, and Approvers work with the Submission sub-menu. For more information, see Understanding Assessors, Arrangers, and Approvers.</p>
Technical Analysts	<ul style="list-style-type: none"> Repairing technical issues that occur with the content deposited by Producer Agents or in the permanent repository. <p>For more information, see Understanding Technical Analysts.</p>
Editors	<ul style="list-style-type: none"> Editing metadata of the content deposited by Producer Agents Adding new representations <p>Editors work with areas of the Data Management sub-menu. For more information, see Understanding Editors.</p>
Data Managers	<p>Scheduling and monitoring processes, managing sets, publishing configurations, and running activities that affect multiple IEs. Data Managers work with the Data Management sub-menu. For more information, see Understanding Data Managers</p>
Preservation Analyst	<p>All tasks associated with risk analysis and loss prevention, including:</p> <ul style="list-style-type: none"> populating Preservation libraries performing risk analyses on existing library collections creating, testing, and running plans and plan alternates <p>For more information, see the <i>Rosetta Preservation Guide</i>.</p>
Preservation Manager	<p>All tasks associated with risk analysis and loss prevention, including all the responsibilities of a Preservation Analyst plus signing off on and rejecting preservation plans. For more information, see the <i>Rosetta Preservation Guide</i>.</p>

User roles are also associated with scope in terms of their level within a consortium.

- Consortium - Users with this scope can view and operate on objects that belong to all of the institutions in the

consortium collectively. The following roles can have this scope: SystemAdministrators, Editors, Data Managers, Preservation Analysts, and Preservation Managers.

- Institution - Users with this scope can work only on items (IEs, configuration items) within their own institution. All roles can be assigned an institutional scope
- Department - Users with this scope can operate only on IEs that belong to their department. This scope is only relevant for Editors.

All staff users are assigned and registered by a User Manager.

This guide describes staff users and their responsibilities and explains how management staff users accomplish their tasks.

For additional information on users, role types, and administrative staff responsibilities, see the User Management chapter of the *Rosetta Configuration Guide*.