

Managing Rialto User Roles

To manage Rialto user roles, you must have one of the following roles:

- User Manager
- User Administrator

The user roles below are required to access Rialto functions:

- Rialto Administrator, Rialto Manager, Selector, Super Selector, and Selector-Limited, Rialto Purchaser
 - These roles become available in the system only when Rialto is enabled in Alma for your institution.
 - The Rialto Purchaser role has replaced the Alma Purchasing Operator role. Purchasing Operator is no longer required to perform Rialto functions.

Note

- As of November 2020, the Alma **Selector role** was repurposed solely for Rialto use. Thus, there may be existing users in your system that have this role, and they will automatically have access to Rialto once it is enabled.

For a comprehensive list of Alma user roles, see [Managing User Roles](#).

For information, watch the [Rialto Quick Start](#) video (2:42 min). This video includes information on Rialto user roles.

Rialto User Roles – Descriptions and Accessible Components

User roles determine not only which pages a user can access, but often the fields that appear or actions that the user can perform on these pages.

The following table describes the Rialto roles that can be assigned to users, and the privileges that each user role contains. For more information about the activities that can be performed per page, please consult the respective pages in the documentation.

User Roles				
Module	Role	Privileges	Description	Scope
Rialto	Shared across ALL Rialto roles besides the Collection Development Manager role	<ul style="list-style-type: none"> • Search marketplace • Manage cart • Manage cart templates • View order history • Manage lists • View curated lists • View EBA pool 	<p>Upon Rialto enablement, all user roles can perform basic system actions, like searching the market, and adding titles to their cart or a list.</p> <p>Rialto comes with several out-of-the-box feeds, and all users will have access to modify their own view of these feeds.</p> <p>All users also have read only access to applicable system displays such as the DDA pool, EBA pool, and Selection Plan results.</p> <p>All users are able to view information relative to validating an</p>	Institution

Module	Role	Privileges	Description	Scope
		<ul style="list-style-type: none"> View DDA pool View recommendation feeds Review selection plan results User list view Create purchase requests 	interested user on an order.	
	Selector Limited	<ul style="list-style-type: none"> Request order approval Manage purchase requests Alma view access to funds, vendors, electronic licenses, MARC records, and users 	<p>Users with the Selector Limited role focus on evaluating and selecting new titles in the marketplace. They can manage purchase requests and have view access to Alma acquisition data.</p> <p>This role allows users to submit offers in their cart to acquisitions for approval.</p> <hr/> <p>Note</p> <p>This role contains baseline Alma privileges, principally for managing purchase requests and viewing acquisitions data. For a comprehensive list of privileges, see Role Privileges.</p> <hr/>	Institution / Library
	Selector	<ul style="list-style-type: none"> Request order approval Add to DDA pool Pin EBA titles Manage title alerts Manage purchase requests Alma view access to funds, vendors, electronic licenses, MARC records, and users 	<p>Users with the Selector role focus on evaluating and selecting new titles in the marketplace. They can manage purchase requests and have view access to Alma acquisition data. Additionally, they are able to add to the DDA pool, pin EBA titles, and manage their own (or shared) title alerts.</p> <p>This role allows users to submit offers in their cart to acquisitions for approval.</p> <hr/> <p>Note</p> <p>This role contains baseline Alma privileges, principally for managing purchase requests and viewing acquisitions data. For a comprehensive list of privileges, see Managing User Roles.</p> <hr/>	Institution / Library
	Super Selector	<ul style="list-style-type: none"> Request order approval Add to DDA pool Pin EBA titles Manage title alerts Manage 	<p>The Super Selector role allows users to manage recommendation and ranking profiles, manually add to the DDA pool, pin EBA titles, and manage their own (or shared) title alerts.</p> <p>Because they cannot manage purchase requests or view acquisitions data, this role is generally added to a user in combination with another role.</p>	Institution / Library

Module	Role	Privileges	Description	Scope
		<ul style="list-style-type: none"> recommendation profiles • Manage ranking profiles 		
	Rialto Manager	<ul style="list-style-type: none"> • Approve orders • Checkout without approval • Add to DDA pool • Manage title alerts • Manage recommendation profiles • Manage ranking profiles • Pin EBA titles 	<p>Rialto Managers are able to approve orders submitted by other staff in Rialto. They are also able to submit orders to Ex Libris for purchase, to manage recommendation and ranking profiles, manually add to the DDA pool, pin EBA titles, and manage their own (or shared) title alerts.</p> <p>Because they cannot view or edit Alma acquisitions data, this role is typically paired with Purchasing Operator.</p>	Institution / Library
	Rialto Administrator	<ul style="list-style-type: none"> • Add to DDA pool • Remove from DDA pool (EBC titles only). • Manage title alerts • Manage recommendation profiles • Manage ranking profiles • Manage selection plans • Manage EBA program • Set institutional cart defaults • Configure collection development workflows 	<p>Rialto administrators are responsible for configuring Rialto. They can manage recommendation and ranking profiles, selection plans, and EBA programs, as well as any institutional cart defaults or required fields.</p> <p>As with other Rialto roles, admins can also manage their own (or shared) title alerts.</p> <p>Rialto administrators cannot submit orders. If this action is needed, pair with Rialto Purchaser.</p>	Institution
	Faculty	<ul style="list-style-type: none"> • Faculty Member • View User Card 	<p>This role is added to a faculty user when a librarian shares a Title Alert with them. It allows for the faculty member to access the shared Title Alert within Rialto directly to make a recommendation. If needed, they can add an interested user, or internal note. For more information, please see Faculty Title Alerts.</p>	
	Collection Development Manager	<ul style="list-style-type: none"> • View collection development workflows 	<p>Collection development managers are responsible for running collection development workflows in Rialto. They are the only</p>	

Module	Role	Privileges	Description	Scope
		<ul style="list-style-type: none"> • Create, edit, delete, and clone projects • Generate and manage recommendations for projects 	<p>users who can access the Workflows menu under Collection Development and perform all project-level actions, from creating projects to generating and reviewing recommendations.</p> <p>Collection Development Managers do not configure collection development settings. Configuration tasks are the responsibility of Repository Administrators and Rialto Administrators (these roles do not have access to the workflows themselves).</p>	
Acquisitions	Rialto Purchaser	<ul style="list-style-type: none"> • Checkout without approval • Add to DDA pool • Pin EBA titles 	<p>Rialto Purchasers may submit orders without approval, manually add titles to the DDA pool, and pin titles in the EBA pool.</p> <hr/> <p>Note</p> <p>Rialto Purchasers can also submit the cart for approval (like the Selector user roles), though this additional configuration is disabled by default. If your workflow requires purchasers to also submit orders for approval, contact Customer Support.</p> <hr/>	Institution/ Library
Miscellaneous	Chat with Support	<ul style="list-style-type: none"> • Open chat with Rialto support 	<p>Enables staff users to open chat sessions with our Support Team. For more details, see Online Chat Support for Rialto.</p>	Institution

Note

Staff that only have Rialto roles assigned to them will not count against the Named User Report in Alma.
