

PCS2 Roles

In this job aid, you will learn how the Role assignment process works and details about all the Roles on PCS2.

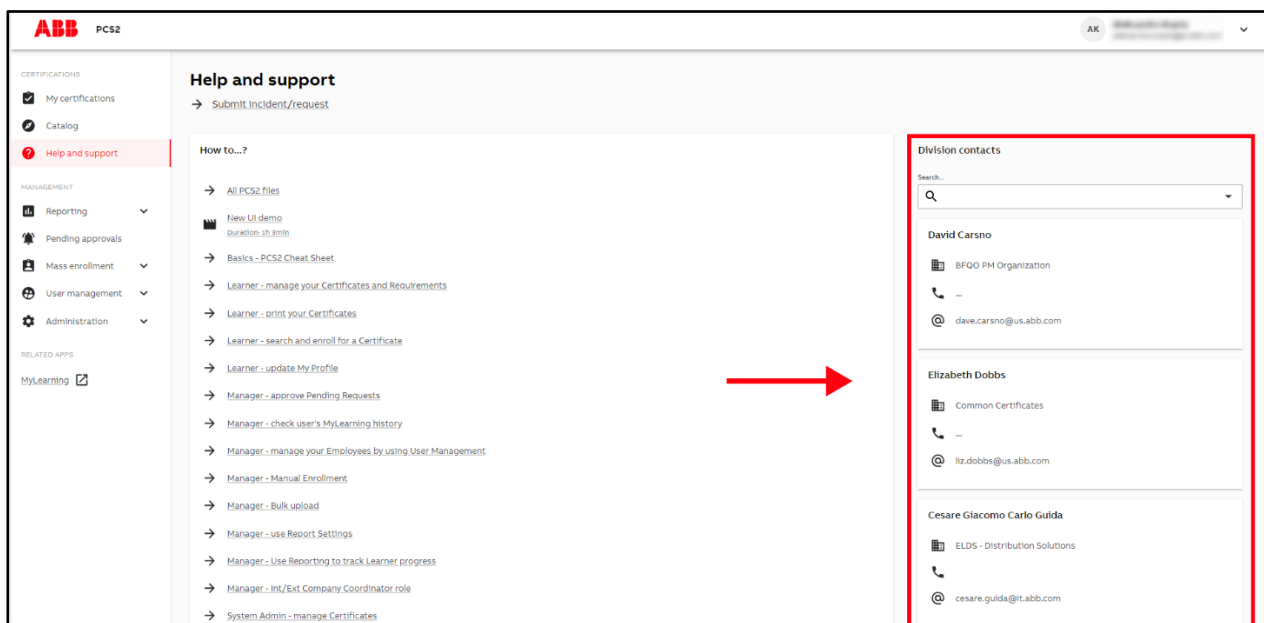
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Role assignment process

If you need any new role on PCS2, please contact PCS2 Champion Administrator.

Go to PCS2 to Help and Support page: [Help and support \(abb.com\)](https://abb.com). On the right-hand side, you will find your Division contact person.

Send an email with a request which role should be assigned to you and provide the justification.



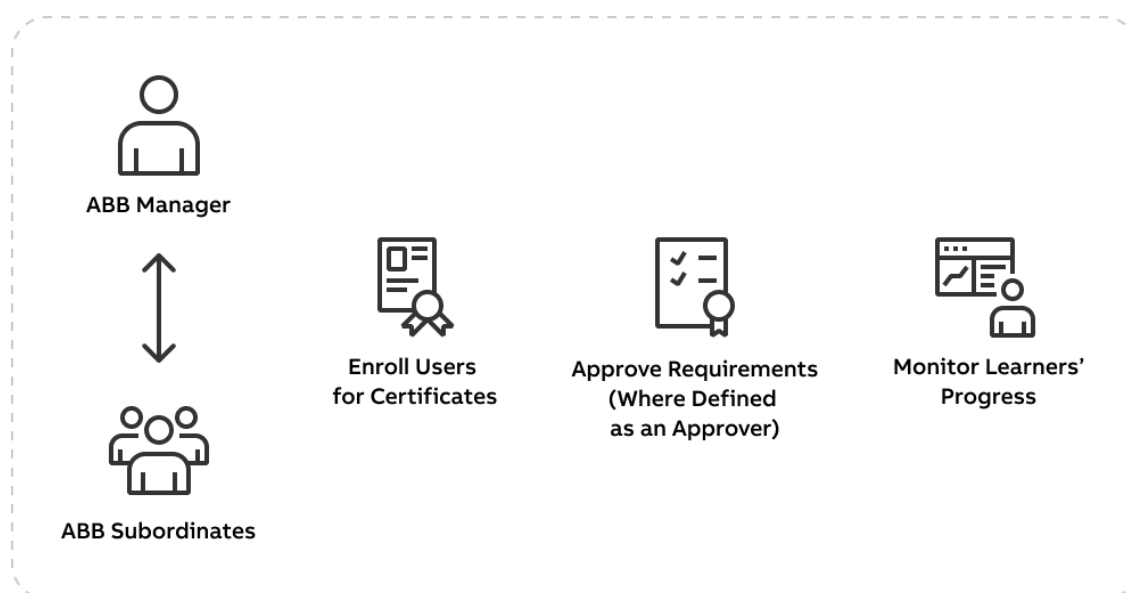
PCS2 Roles

Hierarchical Manager

It is always an **ABB employee**. The role is granted automatically from HRGT and gives access only to **internal users**. Hierarchical Manager is responsible for arranging the required competencies or facilities locally for the learner (subordinate).

Hierarchical Managers can:

- Enroll their subordinates in Certificates
- Approve Requirements (where defined as an approver)
- Monitor subordinates' progress



¹ **NOTE:** Hierarchical managers **cannot** manage External users.

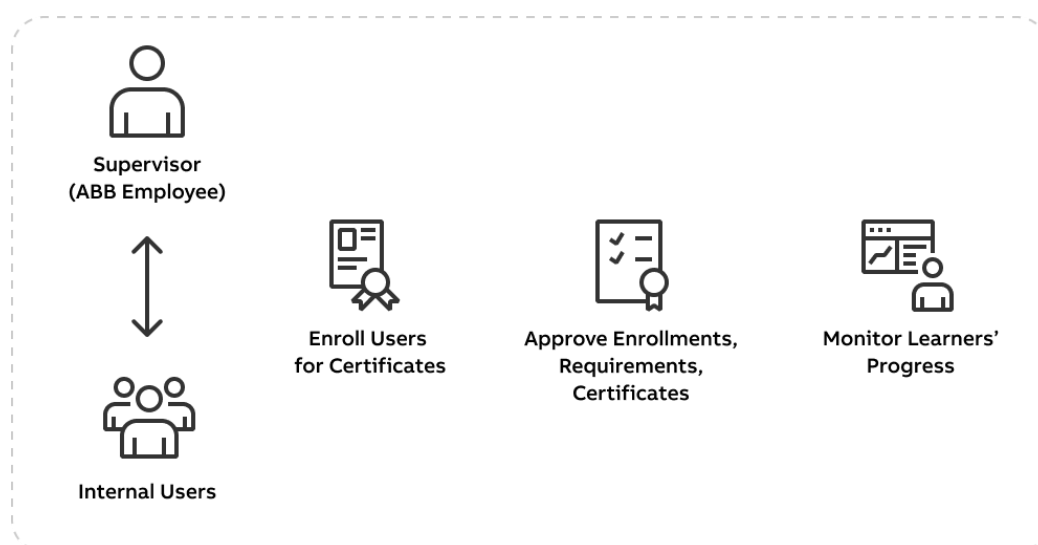
² **NOTE:** Although automatically assigned the role can be overwritten manually in the system.

Supervisor

Role defined based on **Division**, **Country**, and **Scope**. It can be assigned to an Internal user that acts on behalf of the Hierarchical manager.

Supervisor can execute the same actions as Hierarchical Managers:

- Approve Enrollments, Requirements, and Certificates
- Enroll Users for Certificates
- Monitor Learners' progress



Int/Ext Company Coordinator

Can be assigned to Internal users and is defined based on Company.

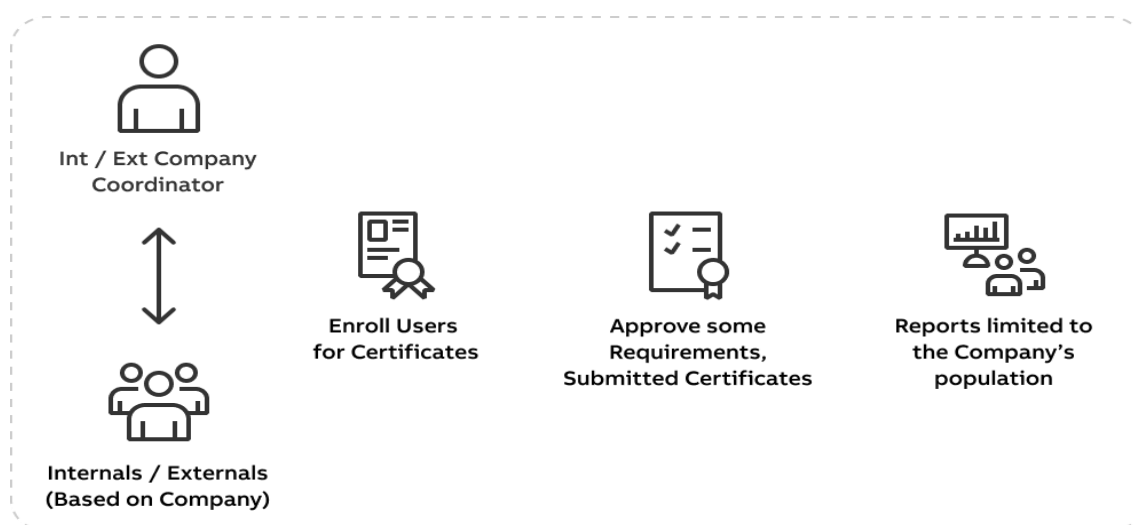
The role allows access to both Internal and External users if they belong to the Company defined within the authorization of the Company Coordinator role.

This role is used for ABB's partner companies (contractors, customers or other ABB colleagues belonging to other units) and it allows acting as a Hierarchical Manager for all the people inside a specific third party (company).

That role also grants access to ABB internal users, within a specific ABB company (that can be defined by location), when the supervisor or hierarchical manager is not available to approve certificates.

Int/Ext Company Coordinator can:

- Enroll Users in Certificates
- Approve some Requirements
- Approve submitted Certificates
- Run reports limited to the population in Scope (defined per Company)



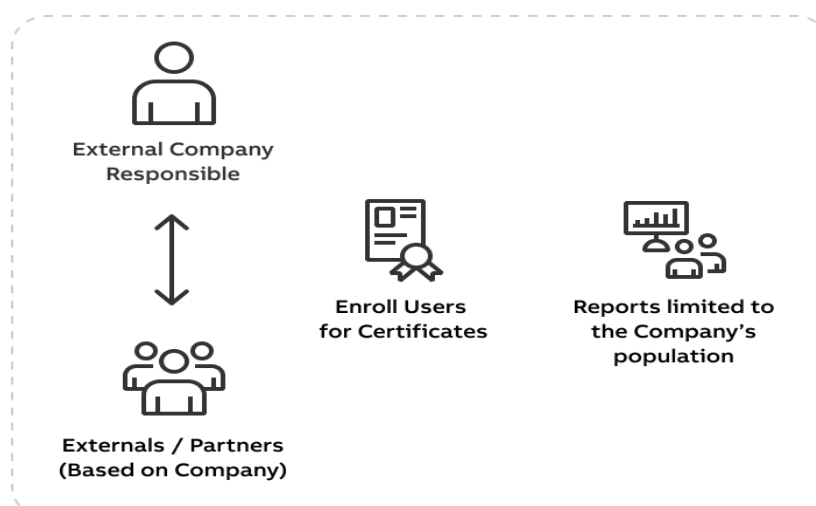
Approval workflow logic:

USER TYPE	CERTIFICATE/REQUIREMENT APPROVER	
	Hierarchical manager	Company coordinator
Internal user with no Company Coordinator	✔	✘
Internal User with Company Coordinator	✘	✔
External User	✘	✔

External Company Responsible

Assigned to External users from partner companies. The role is defined based on the **Company**.

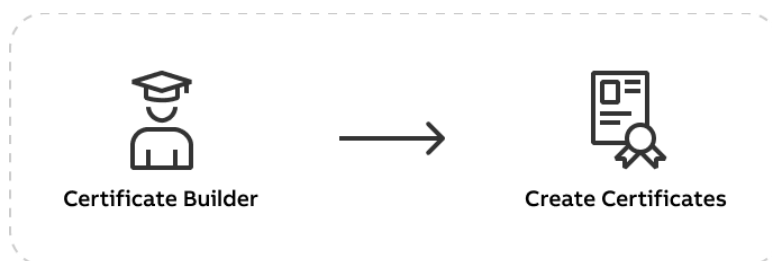
The role **enables the management of External users** and their enrollment in Certificates. It gives the possibility to run reports on the users defined within a given Company.



Certificate Builder

Role defined based on **Division** and should be assigned to the person responsible for creating or modifying Certifications (CLs).

The certificates created/modified by the Certification builder **need to be approved by the Certification Authority** (in case there is no defined Certification Authority then it can be approved by Administrator from a given Division).

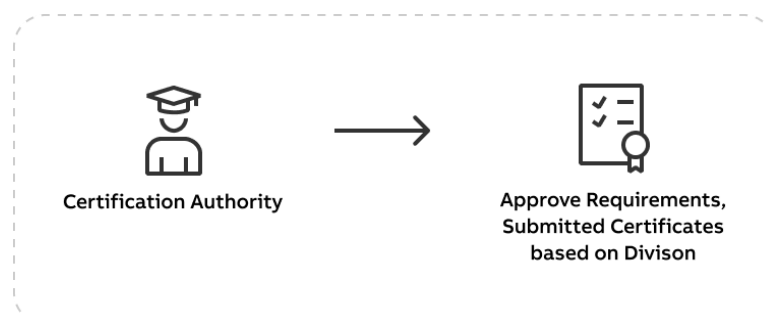


Certification Authority

This role is defined based on **Division**, and it enables to **approve learners' certificates**, and **requirements** (where the Certification Authority is selected as Approver). The role is usually assigned for strict validations. Typically, there is one person per BU with this role.

³ **NOTE:** Whenever the approver type e.g. Supervisor or Hierarchical responsible is selected as an approver of a given certificate but it doesn't exist, then by default the Certification Authority approves certificates.

The Certification Authority also approves Certificates that are created or modified by Certificate Builders.

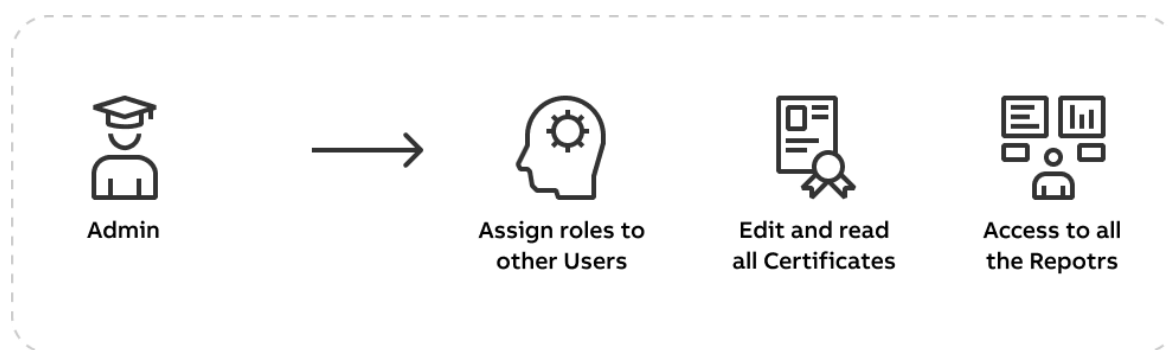


Administrator

Role defined for all content of PCS. It is a **very powerful, global role assigned to a limited number of ABB employees**. Each Business Unit has several Administrators.

This unique role allows:

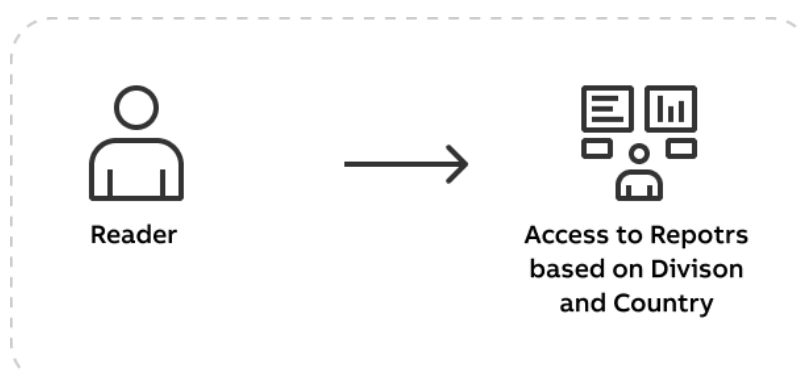
- Role assignment to other Users of PCS and User's management
- Edit and read all Certificates
- Access to all the Reports



Reader

This role is defined based on Division and Country. The role holder **cannot** manage Users or Certificates.

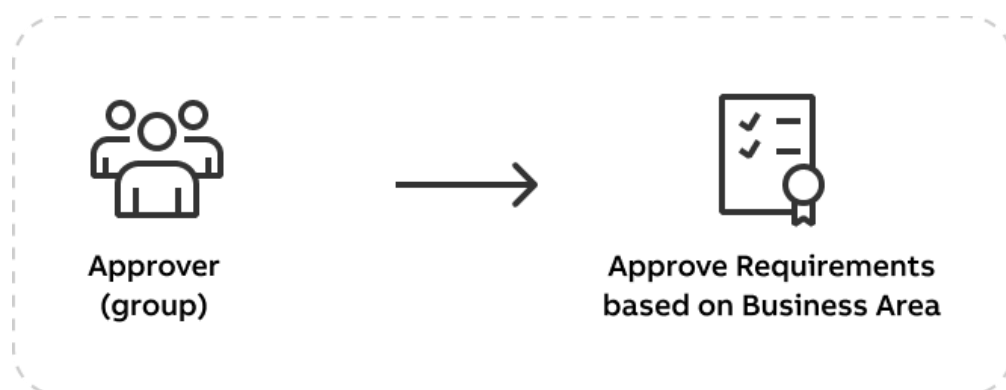
The Reader role is dedicated mainly for reporting so that the User can extract reports from PCS and BI.



Approver Group

It is not a role itself assigned to the User. This group can be defined by the Administrator and is managed from User Management section.

People are added to a certain group for Divisions and authorized to approve certain Requirements and Certificates sent by Learners.



Changes notes

2024-04-17 V1.0	<ul style="list-style-type: none">• Document creation
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