Integrated Reporting Service (IRS)

Managing Teams

Offshore Petroleum Regulator for Environment & Decommissioning

Managing a Team – What is it?

- IRS allows for Production Installation Operators, Non-Production Installation Operators, Well Operators, Lighthouse Authorities, other Government Departments etc. to manage their own teams and grant privileges to individual users.

- These privileges include the ability to create, submit and view notifications in addition to setting up user access for anyone.

- Note – as with all UK Energy Portal applications you must have a portal account to access IRS

Managing a Team –What are the roles?

- **Team Administrator** – can set up user access individuals as Team Administrator, Notification Submitter of Notification viewer. Typically a Team Administrator may be an Environmental Manager within an organisation.
- **Notification Submitter –** has the ability to create, submit and view notifications. Typically this may be an OIM or HSE Advisor.
- **Notification Viewer** – can only view a notification. Typically this may be an asset manager.
- **IRS users** can be assigned to multiple roles, for example a Team Administrator may wish to also have Notification Submitter privileges.
- Prior to IRS going live **OPRED** will populate at least one person within an organisation with Team Administrator Privileges, thereafter this person can assign roles for other users within their organisation including creating addition Team Coordinators.
- **OPRED** would recommend that each organisation has multiple Team Administrators to provide redundancy.

Managing a Team –How do I do it?

- **Note you can only Manage a Team if you have been granted Team Administrator privileges**
- Log into the portal.
- Log into IRS
- Click on ‘Manage Teams’.
- Select Your Team (note you may be a member of multiple teams) and click ‘Manage Teams’.
- Click on ‘Add user’.
- Enter the desired persons email address or login ID and select next.
- Select what of the three roles you wish the person to perform followed by save user.
- When successfully added you can edit the roles a person can carry out, including deleting them from your team.