RuleScout

SCAN. SIGNAL. STAY AHEAD.

ROLE GUIDE

ADMINISTRATOR

# Guide for the Administrator

You decide who has access to your organisation in RuleScout and in which role. You do not decide on content; that is for Authors and Approvers.


| VERSION | DATE | LANGUAGE | STATUS |
| --- | --- | --- | --- |
| 0.1 | 22 October 2026 | English | Draft for review |

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# Your role at a glance

### What you do

- Invite colleagues, resend or revoke invitations.
- Assign and change roles; disable and re-enable members.
- With a Microsoft connection: see which group grants which role and manage that mapping.
- Allow guests from outside your organisation (per address or per domain).
- View the audit trail of members and access; read all of the organisation's content.

### What you don't do (and why)

- **Decide on content.** Building and approving are separate roles, so the separation between access and content stays visible to an auditor.
- **Change your own roles** or disable yourself. Another administrator or RuleScout does that.
- **Change the sign-in policy, the Microsoft tenant or the organisation language.** That is the initial set-up; ask RuleScout.

## Where to find it

### Administration

Side menu → Administration. Tabs: Members, Invitations, To confirm, Roles, Entra groups, Sign-in policy.

### Tasks

The bell at the top right and the list *Waiting for you*: confirmation requests and open administration tasks.

### Audit trail

Administration → Audit: who did what, when, and why.

## Signing in for the first time

- **You receive an invitation** from `noreply@mail.rulescout.nl`. Click *Activate account*; the link is valid for 7 days and works once. Confirm your name and you are in.
- **Signing in afterwards** needs no password. Enter your work e-mail address at `app.rulescout.nl/inloggen`. Depending on your organisation you sign in through Microsoft or receive a sign-in link (valid for 15 minutes). A session lasts 12 hours.
- **Language and theme** are set in your user menu at the top right: Dutch or English, and Light, Dark or System.

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## How your work flows

1 **Set-up by RuleScout**

Your organisation was created by a RuleScout operator, who invited you as the first Administrator and, if those names were already known, a second Administrator and the first Approver. Check under Administration → Members that this is correct. Ask your IT to allow mail from `noreply@mail.rulescout.nl`.

2 **Invite colleagues**

Administration → Members → *Invite member*. Choose the work e-mail address and the role. Author and Reader invitations go out immediately. An invitation is valid for 7 days; expired? Resending creates a new link and the old one stops working.

3 **Approver or second Administrator: four eyes**

For these two roles a second person confirms before the link is sent. With two or more administrators, a fellow administrator confirms under *To confirm*. If you are the only administrator, a RuleScout operator confirms; you need not do anything and are notified through the bell and by e-mail. RuleScout only confirms that the request comes from an administrator of your organisation, not the choice itself. Appoint a second administrator and you will never need RuleScout for this again. Want to start sooner? Invite as Author or Reader first and assign the heavier role later.

4 **Microsoft organisations**

If your organisation signs in through Microsoft, roles come from groups. Under *Entra groups* you see which group grants which role. A colleague in the right group needs no invitation; inviting someone who is not in it creates a task for your IT with the exact group name.

5 **Guests**

Addresses outside your own domain (consultants, auditors) go on the guest list: a single address immediately, a whole domain with confirmation by a second administrator. Removing a guest from the list lets you disable the membership at once.

6 **Maintenance**

When a colleague leaves: disable (do not delete); the history remains. Roles are changed on the member; adding Approver or Administrator needs four eyes again, removing does not.

### Tasks and notifications

*Waiting for you* lists your confirmation requests (a fellow administrator wants to appoint an Approver), expired invitations and IT tasks not yet handled (they expire after 30 days). In your user menu you choose whether task e-mails arrive immediately or as a daily digest.

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# Rules that always apply

**Four eyes, always**

Nobody approves what they drafted or changed themselves, and nobody assigns their own roles. Neither an administrator nor a RuleScout employee can bypass this.

**Everything is recorded**

Every action is written to a tamper-proof audit trail with name, time and reason. That is not surveillance of you; it is your evidence towards the supervisor and the auditor.

**AI proposes, a person decides**

AI proposals are clearly marked and only count once a person has confirmed them.

**Your organisation only**

You see nothing but your own organisation's content. RuleScout staff cannot see your content.

## Frequently asked questions

**I am the only administrator and want to invite an Approver.**

You can; the request waits for confirmation by RuleScout. Nothing to do but wait for the notification. To avoid this in future, appoint a second administrator.

**Can I disable the last administrator?**

No, the platform refuses loudly. Only RuleScout can appoint a new administrator.

**A colleague does not receive the e-mail.**

Check the address and the spam folder. For an Approver or Administrator invitation: has the confirmation been given? If not, nothing has been sent yet.

**Need help?**

Stuck? Ask your administrator first; they can see who holds which role and can resend invitations. If that does not solve it: **support@rulescout.nl** or **rulescout.nl/support.html**. Never include sign-in links or passwords.

Version 0.1 describes the platform after the release of member and invitation management. Screenshots follow in version 1.0.