RuleScout

SCAN. SIGNAL. STAY AHEAD.

ROLE GUIDE

APPROVER

Guide for the Approver

You review what the Authors have built and adopt it, or reject it with a reason. Your signature turns a draft into the framework in force.

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

- Review submitted versions in the review screen: scope, exclusions, merges, controls.
- Approve or reject, always with a reason when rejecting.
- Read all builds and frameworks of your organisation, including those not submitted to you.

What you don't do (and why)

- **Change anything in a version you have to review.** If you do, you become a contributor and lose your authority for that version. The platform warns you beforehand.
- **Approve what you (co-)authored**, not even if you are also an Author.
- **Build or manage members.** Those are the Author and the Administrator.

Where to find it

Waiting for you
The bell at the top right and the task list: every submission awaiting your judgement, with who submitted and when.

Review screen
Open from the task or from Framework builds; shows the version with the provenance of every choice and the full history.

Audit trail
Per version: who decided what, with reason and time.

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 **You receive a submission**

An Author submits a version to you personally, or to everyone with your role. You see the task in *Waiting for you* and, depending on your preference, immediately or in the daily digest by e-mail.

2 **Review the provenance**

Go through the scope: which laws and frameworks are included, what is excluded and for what reason. Check whether the exclusions are defensible towards the supervisor.

3 **Review the content**

Look at the merged controls, the decisions on conflicts and the confirmed classifications. Everything that came from the AI is marked; check that a person confirmed it.

4 **Decide**

Approving makes this version the framework in force; the platform records that the content at the time of your decision was exactly the content that was submitted. Rejecting requires a reason, which reaches the Author as a task.

5 **Afterwards**

An approved version is immutable. Changes always go through a new version that comes up for approval again; old approvals never carry over.

Tasks and notifications

Submissions to *everyone with the Approver role* leave your list as soon as a colleague has decided. A submission addressed to you personally can only be reviewed by you; if you are away, the Author withdraws and resubmits.

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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 want to correct something small myself.

Not in the version you are reviewing. Reject with a clear reason, or ask the Author to adjust and resubmit.

May I approve if I confirmed a classification earlier?

No. A confirmation counts as a contribution to that version. Another Approver must review.

Why don't I see an Approve button?

Then you are a contributor to this version, or the submission is addressed to someone else, or the content changed after submission. The screen states the reason.

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.