RuleScout

SCAN. SIGNAL. STAY AHEAD.

ROLE GUIDE

AUTHOR

Guide for the Author

You build your organisation's control framework: from scope to controls. You submit the result for approval; adopting it is the Approver's job.

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

- Start a new framework build, duplicate one, or create a new version from an adopted framework.
- Work through the five steps: scope, merge, assessment, finalise per control, save as draft.
- Submit the draft for approval to a named person or to everyone with the Approver role.
- Withdraw a submission you made yourself, with a reason.
- Read all builds and frameworks of your organisation.

What you don't do (and why)

- **Approve.** Not even if you are also an Approver: whoever worked on a version cannot approve that version.
- **Confirm a classification you proposed yourself as the starter.** A fellow author does that.
- **Manage members or roles.** That is the Administrator.

Where to find it

Framework builds

Side menu → Trace → Framework builds: your builds in progress, submitted and adopted.

Library

The laws, frameworks and topics you choose from in step 1; read-only.

Tasks

Bell and *Waiting for you*: rejected versions with reasons, confirmations waiting for you.

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 **Step 1 · Scope**

Choose the entity type and answer the scope questions; the platform proposes the applicable laws and frameworks. Add, exclude (always with a reason) and choose topics. Fix the scope; from then on the sources of this version are locked.

2 **Step 2 · Merge**

Start the merge. Overlapping provisions from different sources are brought together into one control; you decide conflicts with a note. Classifications proposed by the AI are confirmed by a colleague, not by the starter.

3 **Step 3 · Assessment**

Answer per item whether and how it applies, or skip items with a reason. Complete the assessment.

4 **Step 4 · Finalise per control**

Check archetype and type, rewrite the statement where needed, merge controls or put them out of scope (with a reason). Every control gets your sign-off.

5 **Step 5 · Draft and submit**

Save as draft and submit: to a specific Approver or to *everyone with the Approver role*. Until the review you can withdraw the submission.

6 **After the review**

Approved: the version is the framework in force. Rejected: the reason appears in your tasks; create a new version, adjust and resubmit. A new version never inherits old approvals.

Tasks and notifications

Waiting for you shows rejections with reasons and classifications a fellow author has put to you for confirmation. Task e-mail: immediate or daily, via your user menu.

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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

Can I still change the scope after step 1?

Not within the same version. Create a new version from step 2; the old one is kept with its history.

Why can't I confirm my own classification?

Because proposal and confirmation must come from two people. That keeps it demonstrable that nobody decided alone.

The Approver looked along and changed something.

Then that person has become a contributor and can no longer approve this version. The platform warns before the first change; another Approver must review.

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.