



State Appliance Standard Database (SASD) Roles

This resource has been developed to clarify the types of users, their roles, and the level of access they have within the SASD. A SASD user represents exactly **one** account and therefore one real person. Each user account will have one email associated with it, as well as title role association. Each user in the SASD maintains different privileges and responsibilities. These dimensions of a user profile provide the framework for how a given user account interacts with the system, what information they're allowed to see, and what they are permitted to do.

Roles

Super Admin

- Can access all product data, documents, views, and users within the SASD and the admin. Can make code-based changes within the portal for maintenance and portal improvement purposes. Can update compliance rules and edit text. As a Super Admin, you have a login associated with your account.
- Super Admins are database owners (e.g., Northeast Energy Efficiency partnerships (NEEP), Appliance Standards Awareness Project (ASAP), Energy Solutions).

Admin

- Can access all product data, documents, views, and users within the SASD and the admin. Can submit and approve products added to the list, as well as approve new manufacturers accounts. As an Admin, you have a login associated with your account.
- Admins are database overseers (e.g., state entities).

Manufacturer/3rd Party Certifier

- Can perform all product searches, export filtered lists of products, submit products, and submit brand associations within your company. As requested by an Admin, you may also upload documentation to support validation of product test results or additional documentation. As a manufacturer, you have a login associated with your account.
- 3rd party certifiers need additional attestation documentation from manufacturers to receive access.



Distributor/Retailer/Public Viewer:

- Can perform product searches and export filtered lists of products. Can view resources related to both standard compliance and product details.

SASD Role Capabilities

	Super Admin	Admin	Manufacturer/ Third-Party Certifier	Distributor/ Retailer/ Public Viewer
Filter and search the portal	✓	✓	✓	✓
Export search results	✓	✓	✓	✓
Upload products using the Product Importer	✓	✓	✓	
Edit products that they uploaded	✓	✓	✓	
Submit brand associations	✓	✓	✓	
Approve brand associations	✓	✓		
Approve equipment imported from the API that is aligned with a brand association	✓	✓		



Trigger API import for new products	✓	✓		
Create new users	✓	✓		
Request an account			✓	
Upload requested equipment eligibility verification documentation			✓	
View requested equipment eligibility verification documentation	✓	✓	✓	
Edit content on resource pages	✓	✓		
View resource pages	✓	✓	✓	✓
Create compliance rules	✓	✓		
Edit compliance rules	✓	✓		
View compliance rules	✓	✓		



Perform system maintenance				
Impose system updates				