



WMF MAT* Superuser's Guide

A guide for WMF Licensed
Consultants

* Workplace Management Framework Maturity Audit Tool

Workplace Management Foundation

© 2015 Raj Krishnamurthy

Overview

- As a licensed WMF Consultant, you have Superuser privileges to the WMF Maturity Audit Tool (MAT)
- A Superuser can create new users and change user access privileges to existing Organisation Units (OU – defined later) for which they have purchased licenses
- Your Superuser privilege is contingent on you holding a WMF licensed consultant position



Overview... contd.

- You are assigned one Organisational Unit (OU) free of charge when you are appointed a WMF licensed consultant and will need to purchase additional OUs as required
- You will need to purchase an OU license for each unique Organisational Unit you want to audit
- Alternately, you can direct your customers to purchase OU licenses directly from the WMF website. If we are informed about it before their purchase, we can ensure they will be administered by your Superuser account.



Organisational Unit

- An Organisational Unit is the level at which the WMF Audit will be conducted. This could be company-wide, by geography or by department. The following are examples of an organisational unit

		Company	Unit
One OU	→	ABC Inc	ABC Inc
One OU	→	CDE Ltd	Americas
One OU	→	Central Govt	Prisons

- An OU license costs £100 per calendar year



WMF MAT

- The WMF MAT allows you to conduct the WMF audit online (see introductory video - <https://goo.gl/ywM6CL>)
- As a Superuser, you can create Editor or Viewer Users, the latter can only view but not edit an audit
- As a Superuser, you have Editor privileges to all OUs that are administered by your account
- You can assign a User to be able to access any OU that you administer within your Superuser account



WMF MAT Users

- With every OU license, you are assigned 8 user licenses
- These licenses can be administered by you by assigning them to an email address of your customer or auditors that would need to use it
- The User license is fixed for the term of the OU license and cannot be reassigned to others during the term
- User licenses can be made inactive which will remove their access; and maybe reactivated
- Additional User licenses will be issued based on a fair usage policy. There will be a charge for more than 20 User licenses for one OU license.



View the WMF MAT Superuser Guide Video

<https://goo.gl/EqmN0Q>

