

FACT SHEET

Suggested User Access Rights

SIS Administration Manager allows you to provide varying degrees of rights and access to users of SIS Administration Manager. Two scenarios are provided here to assist you in determining appropriate access rights for staff in your school. Please note that these are guidelines only and each school should determine appropriate access levels for their own staff. See also Adding User Details in your Administration Manager User Manual

ADDING A NEW USER

It is recommended that users are given a User Name which reflects their ID number such as E123456 or the staff member's name ie Bill Smith. See Adding User Details in your Manual or refer to the information in 'Making Things Easier' section at the end of this document.

Once you have completed the details in the Add New User panel you will need to set the user access rights for this account.

Clicking on the folder to the left of the listed module will expand it to show the components. When you select a component a list of the security items shows on the right hand side of the panel.

Double click on each Security Item to toggle between Y and N. The 'Enable All' button at the bottom centre of the screen allows access to all items in the list.



In the areas of School Details, Staff Details and Student Details, at the top of the right-hand screen are a set of four default masks that make assigning access rights in these areas straightforward.



The following is an example to demonstrate the screen display you will see when setting user access rights. Only those modules that have been installed on the workstation will show in the list:

Security Item	Access
Access Control	Y
Add Module	Y
Audit	N
Audit Purge	N
Import Parameters	N
Preferences	N
Remove Module	Y
System Tools	N
UDI Definitions	N
Users	N

SUGGESTED USER ACCESS RIGHTS FOR A SCHOOL OFFICER:



General

Control

N to all except 'Add Module' and 'Remove Module'

Groups

Y

Staff

Enable all

Student

Enable all

Parameters

N to all

School Details

Y to all except N for 'School Diary Set Up Year Structure' and N for 'Edit Timetable Periods'

Activity

Directory

School Diary

Sites

Timetabling Periods

UDI

Staff Details

Click on the Read/Write pushbutton

Activity

Additional Information

Contracts

Groups

Medical

Teaching

UDI

Student Details

Click on the Read/Write pushbutton

Activity

Additional Information

Contracts

Groups

Medical

Teaching

UDI



Admin

Admissions

Y

Emergency

Y

Reports

Y

Speed Edit

Y to all except 'Report Security'


Utilities


Y

Year End

N to all except Admissions Transfer to Current Roll', 'Assign Family Reps', 'School to School Export', 'School to School Import'


Y to all except 'Process Year End'

 **Assessment**
Mark Book
Templates
Utilities


 **Curriculum**
Evaluation
Monitoring
Planning
Reports
Store
Utilities

CM Manager System Options


Please refer to guidelines supplied separately on the appropriate access rights in this area.

 **Lesson Attendance**
Absences
Day View
Lates
Parameters
Reports
Speed Entry
Week View


Y
Y to all items
Y
Y
N to all items
Y
Y
Y

 **Timetabling**
Grid Modelling
Preferences
Reports
Student Course
Timetable
Timetable Setup

Y
N to all items
N to all items
Y
Y
N
N to all except Cohorts

 **Transitional Reports**
Data Entry
Parameters
Reports
Set Up Reports

Please refer to guidelines supplied separately on the appropriate access rights in this area.

 **WA Census**
Parameters
STS

Semester 1
Semester 2



Y
N
Only if school is part of the Student Tracking System. Needs to be assessed by the school.
Y
Y


 **WA Reports**
Reports


Y
Y

EXAMPLE 2

SUGGESTED USER ACCESS RIGHTS FOR A TEACHER:


 General	
Control	N to all except 'Add Module' and 'Remove Module'
Groups	Y
Staff	Enable all
Student	Enable all
Parameters	N
School Details	Click on the Read Only pushbutton
Activity	
Directory	
School Diary	
Sites	
Timetabling Periods	
UDI	
Staff Details	Click on the No Access pushbutton
Activity	
Additional Information	
Contracts	
Groups	
Medical	
Teaching	
UDI	
Student Details	Click on the Read Only pushbutton
Activity	
Additional Information	
Contracts	
Groups	
Medical	
Teaching	
UDI	
 Admin	N
Admissions	Y
Emergency	Y
Reports	Y to all except 'Report Security'
Speed Edit	N
Utilities	N to all
Year End	N to all

 **Assessment**
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CM Manager System Options

Please refer to guidelines supplied separately on the appropriate access rights in this area.


 **Lesson Attendance**
 Absences
 Day View
 Lates
 Parameters
 Reports
 Speed Entry
 Week View

Y
 Y for all items
 Y
 Y
 N for all items
 Y
 Y
 Y


Only if teaching staff are required to record attendance data into Integris.

 **Timetabling**
 Grid Modelling
 Preferences
 Reports
 Student Course
 Timetable
 Timetable Setup

N
 N
 N
 Y
 N
 N to all items
 N to all items

 **Transitional Reports**
 Data Entry
 Parameters
 Reports
 Set Up Reports

Please refer to guidelines supplied separately on the appropriate access rights in this area.

 **WA Census**
 Parameters
 STS
 Semester 1
 Semester 2

N
 N
 N to all items
 N
 N

 **WA Reports**
 Reports

Y
 Y

Making the Task Easier

Integris allows you to manage your user accounts very simply. The User Control area allows you to access the features of Copying Access Rights as well as Cloning Users. Once you have created a User Account (log on) and have gone the process of setting their access rights, you may find that you want to create some additional User Accounts with exactly the same access rights. Integris has a 'Clone User' feature that makes this a very simple process.

Alternately, you may have the need to change the access rights for a group of users that currently all have the same rights. Integris allows you to make the change for **one** of your group of users and then copy the access rights to the other users.

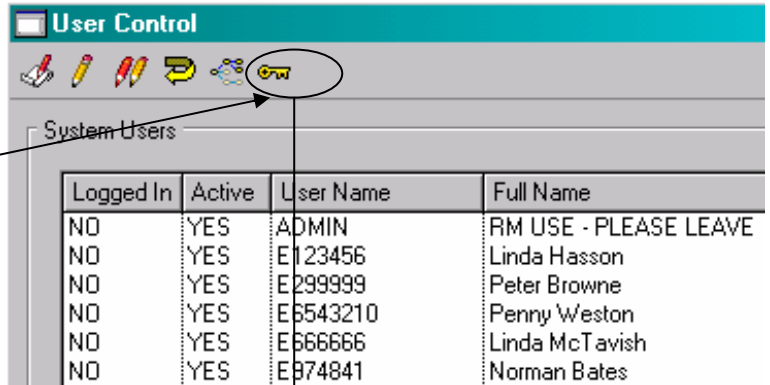
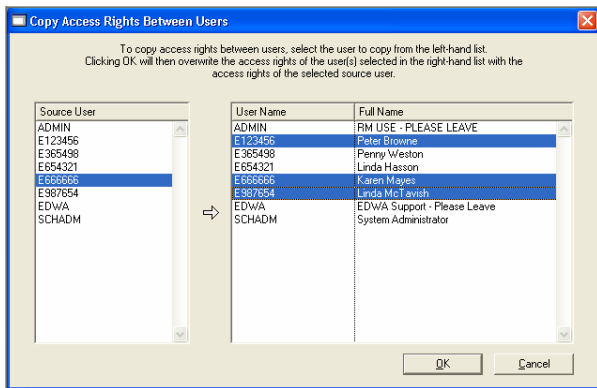
COPYING ACCESS RIGHTS BETWEEN USERS

To copy access rights between users, click on the 'Key' icon in the User Control area.



The Copy Access Rights Between Users screen (below) appears.

Highlight the user whose access rights you want to copy on the left hand side of this screen.

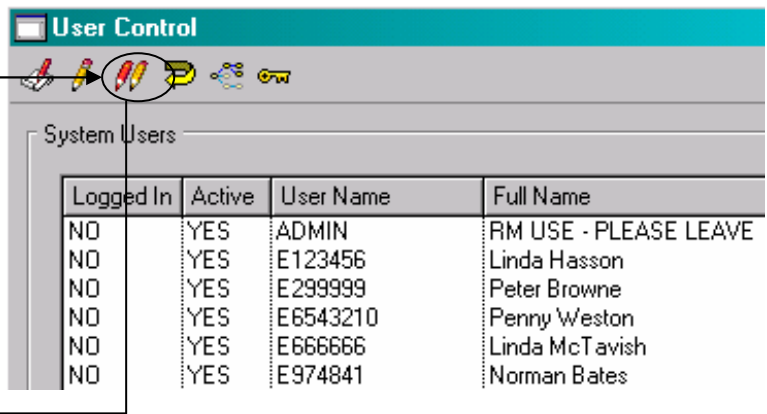
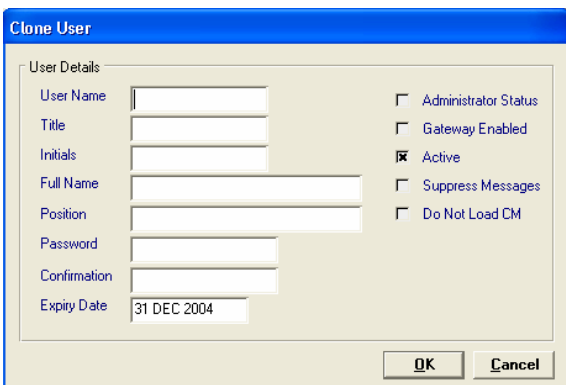


Using your mouse and keyboard Control (Ctrl) key, click on the users on the right hand side of this screen that you want to have the same access rights.

Once your selection is complete, click on OK and the access rights will be copied over.

CLONING USERS

To clone a user, click on the 'Clone User' (double pencil) icon in the User Control area. The Clone User screen (below) appears.



Once you have completed the new user's details, click OK and the new user account has been created. The new user has the same access rights as the original user account that you chose to clone.