

# Portal Tool Rights

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Tool Rights determine the level of access users have to tools throughout Campus. This article refers to tool rights in abbreviated form (i.e., R, W, A, D or any combination of the four). Sub-rights appear as *italicized*.

Right	Description
<b>R (Read)</b>	The <b>R</b> right indicates the information on the corresponding tool may be viewed by the user. When applicable, the user is also allowed to print information. The user will <b>NOT</b> have access to the Save, Add or Delete icons in the action bar.
<b>W (Write)</b>	The <b>W</b> right indicates the user may view and modify the information on the corresponding tool. The Save icon in the action bar will be functional. This right allows the user to modify only existing data in the area since adding new data is controlled by the <b>A</b> right. This right includes the ability to change or remove data from a specific field.
<b>A (Add)</b>	The <b>A</b> right indicates the user may view, modify and add to the information on the corresponding tool. The New and Add icons in the action bar will be functional. This right allows the user to add new data/records.
<b>D (Delete)</b>	ASSIGN THIS RIGHT WITH CAUTION. The <b>D</b> right indicates the information on the corresponding tool may be deleted. The Delete icon in the action bar will be functional. This right provides the ability to completely remove an existing record, including all data contained within the record. The ability to change/remove data from a field is controlled through the <b>W</b> right.

RWAD Rights assigned at the module or folder level give those rights to all features within the module. For example, giving RW rights to the System Administration Counseling folder assigns RW rights to all tools within that folder, including any subrights.

## Portal

☰ 🔍 Infinite Campus 22-23 Harrison High 🔔 ? ☰ 👤

**Tool Rights** ☆ User Management > User Accounts > Tool Rights

user354709 Secretaryson, Cheryl Related Tools ^

▶ Payments	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
▼ Portal Preferences	<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Delete
Portal Display Options	<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Delete
Portal Display Options Report	<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Delete
Portal Home Screen	<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Delete
Portal Request Summary Report	<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Delete
Portal Usage Report	<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Delete
Push Notifications	<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Delete
Self Service Options	<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Delete
Translation Language Setup	<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Delete
Translation Setup	<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Delete
▶ System Preferences	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
▶ System Processes	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete

Tool rights for Portal tools.

Right	R	W	A	D
<b>Preferences</b>	Allows the user to view existing Portal settings.	Allows the user to add to existing Portal settings.	N/A	N/A
<b>Portal Display Options</b>	Allows the user to view existing Display Options templates, Manage Calendars, and the Calendar and Term Settings. The Batch Edits tool is not accessible.	Allows the user to edit existing Display Options templates and settings, create new templates, assign calendars to a template and modify the Calendar and Term Settings. Full access to the Batch Edit tools.  Write and Add rights grant the same access. Users must also have modify rights to at least one calendar in the school to make changes in this tool.		Allows the user to delete templates.
<b>Portal Display Options Report</b>	Allows user to generate the report.	N/A	N/A	N/A
<b>Portal Home Screen</b>	Allows user to view the Home Screen tool.	Allows user to edit content in the Home Screen tool.		N/A
<b>Portal Request Summary Report</b>	Allows user to generate the report.	N/A	N/A	N/A

Right	R	W	A	D
<b>Portal Usage Report</b>	Allows user to generate the report.	N/A	N/A	N/A
<b>Push Notifications</b>	Allows user to view existing Mobile Portal options that have been set.	Allows the user to edit existing and save new selections for Mobile Portal.	N/A	N/A
<b>Self Service</b>	Allows user to view existing Self Service options that have been set.	Allows the user to edit existing and save new selections for Self Service	N/A	N/A
<b>Translation Language Setup</b>	Allows user to view existing languages.	Allows user to edit existing languages.	Allows user to add languages.	Allows user to delete languages.
<b>Translation Setup</b>	Allows user to view existing translation setup.	Allows user to edit existing translation setup.	Allows user to add translation setup.	Allows user to delete translation setup.