

Tool & Calendar Right Access Report

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[Understanding Tool Options](#) | [Understanding the Tool & Calendar Report](#) | [Generating the Tool and Calendar Access Report](#)

Tool Search: Tool & Calendar Right Access

The Tool and Calendar Right Access Report allows you to view a list of all users or user groups who have been granted tool rights for a specific tool and/or rights to a particular calendar.

Tool & Calendar Right Access ☆
User Management > Reports > Tool & Calendar Right Access

Tool & Calendar Right Access Report

This report displays a list of users or groups who have been granted the specified tool or calendar right access.

Tool:

Calendar:

Rights: R W A D

Exclude Disabled Accounts:

Output:

Format:

You must have a [Product Security Role Assignment](#) of **'Student Information System'**. You cannot assign tool rights for this tool.

Understanding Tool Options

This section describes each field available on the Tool & Calendar Rights Access editor.

Tool & Calendar Right Access Report

This report displays a list of users or groups who have been granted the specified tool or calendar right access.

Tool:

Calendar:

Rights: R W A D

Output:

Format:

Field	Description
Tool	User accounts or user groups with tool rights to the tool selected in this field are reported.
Calendar	User accounts or user groups with rights to access/view data within the calendar selected in this field are reported.
Rights	User accounts or user groups with these access rights for the Tool selected in the editor are reported. R = Read, W = Write, A = Add, D = Delete
Output	Determines if User Accounts or User Groups who meet report criteria are reported.
Format	Determines if the report is generated in PDF or CSV format.

Understanding the Tool & Calendar Report

The following sections describe each section of the User Account and User Group versions of the Tool & Calendar Right Access Report.

- [User Account](#)
- [User Groups](#)

User Account

The following table describes each part of the User Account version of the Tool & Calendar Right Access Report.

Area	Description
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Area	Description																																																						
Header	<p>The header indicates the calendar, tool rights, access rights, and the number of users who meet the criteria entered in each field.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center; vertical-align: middle;"> 14-15 Taylor Elementary Generated on 10/02/2015 09:09:31 AM Page 1 of 6 </td> <td style="width: 50%; text-align: center; vertical-align: middle;"> Tool & Calendar Right Access Report Tool Right: Fees Calendar: 14-15 Taylor Elementary Access Rights: READ WRITE ADD DELETE Output: User Accounts (Total: 35 users) </td> </tr> </table> </div>	14-15 Taylor Elementary Generated on 10/02/2015 09:09:31 AM Page 1 of 6	Tool & Calendar Right Access Report Tool Right: Fees Calendar: 14-15 Taylor Elementary Access Rights: READ WRITE ADD DELETE Output: User Accounts (Total: 35 users)																																																				
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Role Legend	<p>The legend describes how to interpret Role values reported for each user. This information is useful in determining if the user's role(s) match the need for the tool and access rights granted.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Key</th> <th>Description</th> <th>Key</th> <th>Description</th> <th>Key</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Ad</td> <td>Advisor</td> <td>FP</td> <td>FRAM Processor</td> <td>Sp</td> <td>Special Ed</td> </tr> <tr> <td>BA</td> <td>Behavior Admin</td> <td>FS</td> <td>Foodservice</td> <td>SSA</td> <td>Self Service Approver</td> </tr> <tr> <td>BRA</td> <td>Behavior Response Approver</td> <td>H</td> <td>Health</td> <td>Su</td> <td>Supervisor</td> </tr> <tr> <td>Co</td> <td>Counselor</td> <td>Pr</td> <td>Program</td> <td>T</td> <td>Teacher</td> </tr> <tr> <td>EBR</td> <td>Exclude Behavior Referral</td> <td>RI</td> <td>Response to Intervention</td> <td></td> <td></td> </tr> </tbody> </table> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Name</th> <th>Employee #</th> <th>Person ID</th> <th>Employment Start-End Date</th> <th>User Account</th> <th>Granted Access</th> </tr> </thead> <tbody> <tr> <td>Karen</td> <td>000000</td> <td>1</td> <td>09/04/2007 -</td> <td>admin</td> <td>Student Information System, User Account</td> </tr> </tbody> </table> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>School</th> <th>Assignment Start-End Date</th> <th>Role</th> </tr> </thead> <tbody> <tr> <td>Atherton High School</td> <td>09/04/2007 -</td> <td>Ad Su Co FS</td> </tr> </tbody> </table> </div>	Key	Description	Key	Description	Key	Description	Ad	Advisor	FP	FRAM Processor	Sp	Special Ed	BA	Behavior Admin	FS	Foodservice	SSA	Self Service Approver	BRA	Behavior Response Approver	H	Health	Su	Supervisor	Co	Counselor	Pr	Program	T	Teacher	EBR	Exclude Behavior Referral	RI	Response to Intervention			Name	Employee #	Person ID	Employment Start-End Date	User Account	Granted Access	Karen	000000	1	09/04/2007 -	admin	Student Information System, User Account	School	Assignment Start-End Date	Role	Atherton High School	09/04/2007 -	Ad Su Co FS
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Person, Employment, Account and Assignment Information	<p>The body of the report indicates each reporting user's person, employment, user account, role, and school calendar information.</p> <p>The Granted Access column indicates how the user acquired tool rights for the reporting tool. A value of 'User Account' means the user was assigned tool rights to the tool via the Tool Rights tab. A value of 'Student Information System' means the user has a Product Security role of 'Student Information System' and thus has rights to tools within Campus. If a user acquires rights via a user group, the name of the user group(s) will be reported in this column.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Name</th> <th>Employee #</th> <th>Person ID</th> <th>Employment Start-End Date</th> <th>User Account</th> <th>Granted Access</th> </tr> </thead> <tbody> <tr> <td>Karen</td> <td>000000</td> <td>1</td> <td>09/04/2007 -</td> <td>admin</td> <td>Student Information System, User Account</td> </tr> </tbody> </table> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>School</th> <th>Assignment Start-End Date</th> <th>Role</th> </tr> </thead> <tbody> <tr> <td>Atherton High School</td> <td>09/04/2007 -</td> <td>Ad Su Co FS</td> </tr> </tbody> </table> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Name</th> <th>Employee #</th> <th>Person ID</th> <th>Employment Start-End Date</th> <th>User Account</th> <th>Granted Access</th> </tr> </thead> <tbody> <tr> <td>Marsha</td> <td>000000</td> <td>1</td> <td>09/04/2007 -</td> <td>support</td> <td>Student Information System, User Account</td> </tr> </tbody> </table> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>School</th> <th>Assignment Start-End Date</th> <th>Role</th> </tr> </thead> <tbody> <tr> <td>Atherton High School</td> <td>09/04/2007 -</td> <td>T Sp Pr BA</td> </tr> </tbody> </table> </div>	Name	Employee #	Person ID	Employment Start-End Date	User Account	Granted Access	Karen	000000	1	09/04/2007 -	admin	Student Information System, User Account	School	Assignment Start-End Date	Role	Atherton High School	09/04/2007 -	Ad Su Co FS	Name	Employee #	Person ID	Employment Start-End Date	User Account	Granted Access	Marsha	000000	1	09/04/2007 -	support	Student Information System, User Account	School	Assignment Start-End Date	Role	Atherton High School	09/04/2007 -	T Sp Pr BA																		
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User Groups

The following table describes each part of the User Groups version of the Tool & Calendar Right Access Report.

See the User Groups article for more information about managing user groups within Campus.

Area	Description								
Header	<p>The header indicates the calendar, tool rights, and access rights of user groups who meet the criteria entered in each of these fields.</p> <div data-bbox="411 555 1412 698" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center; border-right: 1px solid black; padding: 5px;"> 14-15 Taylor Elementary <small>Generated on 10/02/2015 09:18:19 AM Page 1 of 1</small> </td> <td style="width: 50%; padding: 5px;"> Tool & Calendar Right Access Report <small>Tool Right: Fees Calendar: 14-15 Taylor Elementary Access Rights: READ WRITE ADD DELETE Output: User Groups</small> </td> </tr> </table> </div>	14-15 Taylor Elementary <small>Generated on 10/02/2015 09:18:19 AM Page 1 of 1</small>	Tool & Calendar Right Access Report <small>Tool Right: Fees Calendar: 14-15 Taylor Elementary Access Rights: READ WRITE ADD DELETE Output: User Groups</small>						
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User Group Information	<p>The body of the report indicates which user groups match the report criteria and how many users are members of each user group.</p> <div data-bbox="411 855 1412 976" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;">Group Name</th> <th style="text-align: right; border-bottom: 1px solid black;">User Count</th> </tr> </thead> <tbody> <tr> <td>00D-MIS-SupportDesk</td> <td style="text-align: right;">14</td> </tr> <tr> <td>00Z-Fees Admin</td> <td style="text-align: right;">1</td> </tr> <tr> <td>Student Information System</td> <td style="text-align: right;">31</td> </tr> </tbody> </table> </div>	Group Name	User Count	00D-MIS-SupportDesk	14	00Z-Fees Admin	1	Student Information System	31
Group Name	User Count								
00D-MIS-SupportDesk	14								
00Z-Fees Admin	1								
Student Information System	31								

Generating the Tool and Calendar Access Report

The following sections describe different ways to generate and interpret the report.

- [Viewing Users Who Have Rights for a Specific Tool](#)
- [Viewing Users Who Have Rights to Access a Specific Calendar](#)
- [Viewing Users Who Have Rights for a Specific Tool and Calendar](#)
- [Viewing User Groups with Rights for a Specific Tool](#)
- [Viewing User Groups with Rights for a Specific Tool in a Specific Calendar](#)
- [Viewing User Groups with Rights for a Specific Calendar](#)

Viewing Users Who Have Rights for a Specific Tool

Tool Settings

Enter values in the following fields to view which users have rights to the specific tool with the designated access rights.

Report

The report will detail all users with the tool and access rights for the values entered in the report editor.

Name	Employee #	Person ID	Employment Start-End Date	User Account	Granted Access
T Ramirez		88888	-	User_ramirez	User Account

Viewing Users Who Have Rights to Access a Specific Calendar

Tool Settings

Enter values in the following fields to view users' rights to the specific calendar.

Report

The report will detail all users with rights to view and access data within the calendar selected on the report editor.

Name	Employee #	Person ID	Employment Start-End Date	User Account	Granted Access
Carla	111111	777777	07/16/2010 -	Carla1	

Viewing Users Who Have Rights for a Specific Tool and Calendar

Tool Settings

Enter values in the following fields to view which users have tool and access rights to the specific tool in the designated calendar.

Report

The report will detail all users with tool and access rights for the calendar entered on the report editor.

Name	Employee #	Person ID	Employment Start-End Date	User Account	Granted Access
Karen	00000	1	09/04/2007 -	admin	Student Information System, User Account
School: Atherton High School, Assignment Start-End Date: 09/04/2007 - , Role: T Sp Pr BA					
Marsha	00000	1	09/04/2007 -	support	Student Information System, User Account
School: Atherton High School, Assignment Start-End Date: 09/04/2007 - , Role: T Sp Pr BA H					

Viewing User Groups with Rights for a Specific Tool

Tool Settings

Enter values in the following fields to view which user groups have tool and access rights for the specified tool.

Report

The report will detail all user groups with tool and access rights for the tool entered on the report editor.

Group Name	User Count
002-MIS-SupportDesk	15
002-Fees Admin	26
Student Information System	32
005-Mental Health Counselor	4

Viewing User Groups with Rights for a Specific Tool in a Specific Calendar

Tool Settings

Enter values in the following fields to view which user groups have tool and access rights for the specified tool in the designated calendar.

Report

The report will detail all user groups with tool and access rights for the tool and calendar entered on the report editor.

Group Name	User Count
000-MIS-SupportDesk	14
002-Fees Admin	1
Student Information System	31

The report indicates all user groups (and how many users within each group) have the Tool, Calendar, and Access Rights specified on the report editor.

Viewing User Groups with Rights for a Specific Calendar

Tool Settings

Enter values in the following fields to view which user groups grant access rights for the specified calendar.

Report

The report will detail all user groups who grant access rights to the calendar entered on the report editor.

Group Name	User Count
000-Principals-HS	16
000-Teacher-HSMS	75
000-Asst Principal MS	5
000-Principals ELE	12
000-Counselors-HS	19
000-Counselors ELE	11
000-Counselors MS	12
000-Records Clerk	64
000-Asst Principal-HS	8
000-Principals MS	5

The report indicates all user groups who grant users access rights to the calendar selected on the report editor.