Tool Rights (School Store)

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Tool Rights determine the level of access users have to tools throughout Campus. This article includes suggested tool rights for different types of School Store users.

This article refers to tool rights in abbreviated form (i.e., R, W, A, D or any combination of the four).

Right	Description
R (Read)	The **R** 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 **NOT** have access to the Save, Add or Delete icons in the action bar.
W (Write)	The W 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 **A** right. This right includes the ability to change or remove data from a specific field.
A (Add)	The **A** 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.
D (Delete)	ASSIGN THIS RIGHT WITH CAUTION. The **D** 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 **W** right.

School Store

- ▼ School Store — ☑ All — ☑ Read ☑ Write ☑ Add ☑ Delete
  - ▼ Administration — ☑ All — ☑ Read ☑ Write ☑ Add ☑ Delete
    - Categories — ☑ All — ☑ Read ☑ Write ☑ Add ☑ Delete
    - Notifications — ☑ All — ☑ Read ☑ Write ☑ Add ☑ Delete
    - Product Types — ☑ All — ☑ Read ☑ Write ☑ Add ☑ Delete
    - Settings — ☑ All — ☑ Read ☑ Write ☑ Add ☑ Delete
  - ▼ Product Inventory — ☑ All — ☑ Read ☑ Write ☑ Add ☑ Delete
    - Activity Dashboard — ☑ All — ☑ Read ☑ Write ☑ Add ☑ Delete
    - Activity Monitor — ☑ All — ☑ Read ☑ Write ☑ Add ☑ Delete
      - Activity Approval — ☑ All — ☑ Read ☑ Write ☑ Add ☑ Delete
    - Activity Roll Forward — ☑ All — ☑ Read ☑ Write ☑ Add ☑ Delete
    - General Product — ☑ All — ☑ Read ☑ Write ☑ Add ☑ Delete
  - ▼ Reports — ☑ All — ☑ Read ☑ Write ☑ Add ☑ Delete
    - Inventory On Hand — ☑ All — ☑ Read ☑ Write ☑ Add ☑ Delete
    - Orders — ☑ All — ☑ Read ☑ Write ☑ Add ☑ Delete
      - Display POS Flag — ☑ All — ☑ Read ☑ Write ☑ Add ☑ Delete
    - Pick List — ☑ All — ☑ Read ☑ Write ☑ Add ☑ Delete
      - Show Payment Amounts — ☑ All — ☑ Read ☑ Write ☑ Add ☑ Delete
    - Sales — ☑ All — ☑ Read ☑ Write ☑ Add ☑ Delete
    - Summary — ☑ All — ☑ Read ☑ Write ☑ Add ☑ Delete
  - ▼ Employee Self Service — ☑ All — ☑ Read ☑ Write ☑ Add ☑ Delete
    - My School Store — ☑ All — ☑ Read ☑ Write ☑ Add ☑ Delete

Sub-rights are *italicized*.

Tool	Read	Write	Add	Delete
Administration	View Only	View and Modify	View, Modify, and Add	View, Modify, Add and Delete
Categories	View Only	View and Modify	View, Modify, and Add	View, Modify, Add and Delete
Notifications	View Only	View and Modify	View, Modify, and Add	View, Modify, Add and Delete
Product Types	View Only	View and Modify	View, Modify, and Add	View, Modify, Add and Delete

Tool	Read	Write	Add	Delete
Settings	View Only	View and Modify	View, Modify, and Add	View, Modify, Add and Delete
Product Inventory	View Only	View and Modify	View, Modify, and Add	View, Modify, Add and Delete
Activity Dashboard	View Only	View and Modify	View, Modify, and Add	View, Modify, Add and Delete
Activity Monitor	View Only	View and Modify	View, Modify, and Add	View, Modify, Add and Delete
Activity Approval	View Only	View and Modify	View, Modify, and Add	View, Modify, Add and Delete
Activity Roll Forward	View Only	View and Modify	View, Modify, and Add	View, Modify, Add and Delete
General Product	View Only	View and Modify	View, Modify, and Add	View, Modify, Add and Delete
Reports	View Only	View and Modify	View, Modify, and Add	View, Modify, Add and Delete
Inventory on Hand	Only R rights apply. This right allows a user to view the inventory on hand and export an Excel version of the report.	N/A	N/A	N/A
Orders	Only R rights apply. This right allows a user to generate the Orders report.	N/A	N/A	N/A
Display POS Flag	Only R rights apply. Displays the **Include > POS Flags** checkbox on the Orders report.	N/A	N/A	N/A

Tool	Read	Write	Add	Delete
Pick List	View Only. User can export an Excel version of the report.	View and Modify. This right allows users to mark items as Picked Up.	N/A	N/A
Show Payment Amounts	Only R rights apply. This right allows the user to see the price the buyer paid for the item they purchased. The Sale Price could be the selling price, the reduced price, or the free price.	N/A	N/A	N/A
Sales	Only R rights apply. This right allows a user to generate the Sales report and export an Excel version of the report.	N/A	N/A	N/A
Summary	Only R rights apply. This right allows a user to generate the Summary report.	N/A	N/A	N/A

Suggested Tool Rights

User	Suggested Tool Rights
School Store Administrator	The School Store Administrator should have full RWAD rights to all of the School Store tools as well as rights to create Fund IDs in System Administration > Payments > Payments Setup > Fund Accounts. Fund Accounts identify which bank account is used for each purchase
Local User	Local users are staff who can add items to the School Store but only for schools to which they have Calendar rights. This user should be given RW rights to the Inventory and Product Types tools.

User	Suggested Tool Rights
Order Picker	Order Pickers are staff who manage and deliver orders made through the School Store. This user should be given RW rights to the Pick List report.
Finance	Finance users are staff who track financial activities for the School Store. This user should be given R (read) rights to the Sales report.
Notification Recipient	To receive a notification, Recipients must • be assigned tool rights to the School Store Summary Report, • have the **Staff** checkbox marked, and • an **Email** address entered on the Demographics tool.