Add Person Tool Rights

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DRAFT SAMPLE FOR CONTECH-133

GENERAL INTRO FOR TOOL AND A STATEMENT OF WHAT RIGHTS ARE NEEDED FOR FULL ACCESS.

The Add Person tool allows the creation of new persons - staff members, students, parents/guardians, etc. - in Infinite Campus. Full access to this tool requires Read, Write, and Add tool rights; Delete rights are not applicable for this tool.

Add Person Tool and Full Access Tool Rights

FORMAT DECISION NEEDED - USE THE WELL DIV STYLE TO CALL OUT ANY BEST PRACTICES FOR ASSIGNING TOOL RIGHTS TO THE TOOL? WOULD WE ONLY HAVE ONE PER ARTICLE? OR ARE THERE REASONS WE COULD HAVE MORE THAN ONE - MAYBE FOR LISTING WHAT OTHER TOOLS USERS WOULD NEED (SEE INFO ON ERROR MESSAGES BELOW)?

Best Practices for Add Person Tool Rights:

The Add Person tool is used to add new person records to your Campus database. It is recommended that FULL rights to the Add Person tool be assigned to staff responsible for adding individuals - students, parents/guardians, staff, non-guardians, etc.

Full access to Add Person requires Read, Write, and Add.

Summary/High Level Explanation of Necessary Tool Rights

SHORT TABLE EXPLAINING WHAT COMES WITH EACH APPLICABLE RIGHT. THIS IS THE SAME INFO THAT DISPLAYS ON THE CURRENT MODULE TOOL RIGHTS ARTICLES.

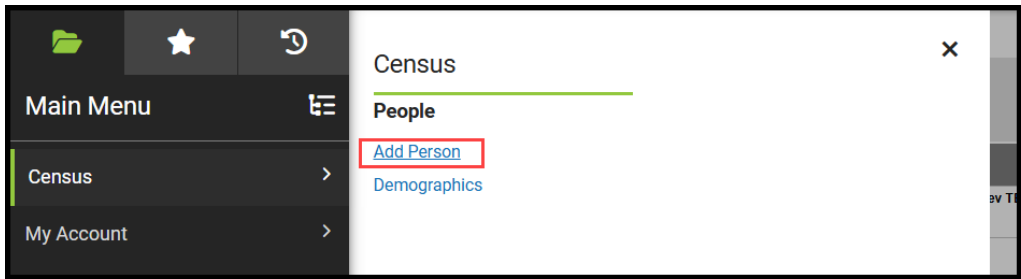| Read	Write	Add	Delete
Select Add Person in the index and search for existing individuals.	Create new person records.	Save new person records.	N/A

Read Rights

NOW IS THE START OF THE DETAILED TOOL RIGHT INFO, WITH IMAGES OF HOW THE TOOL MAY CHANGE WITH CERTAiN RIGHTS, SHOWING GREYED OUT BUTTONS, ETC.

With Read rights to Add Person, a user can:

- Select the Add Person tool from the Index;
- Enter search criteria to view existing person records.
- Generate a Person Summary Report from the search results.
- Select a person from the search results.
- Click Create New Person and enter data for the new person, but cannot save the new person record.

FORMAT DECISION NEEDED - BULLETED LIST (NO IMAGES) OR TABLE OR OTHER LAYOUT THAT INCLUDES THE STATEMENT AND IMAGES?
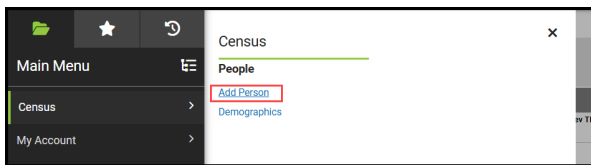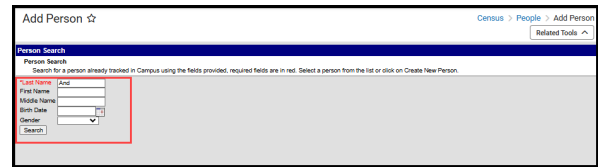
Vertical layout? like a Quick Reference Guide?

Tool Right	Task
Read	Select the Add Person tool from the Index.

Tool Right	Task
	Enter search criteria to view existing person records. Generate a Person Summary Report from the search results. Select a person from the search results.Click Create New Person and enter data for the new person, but cannot save the new person record.
Write	

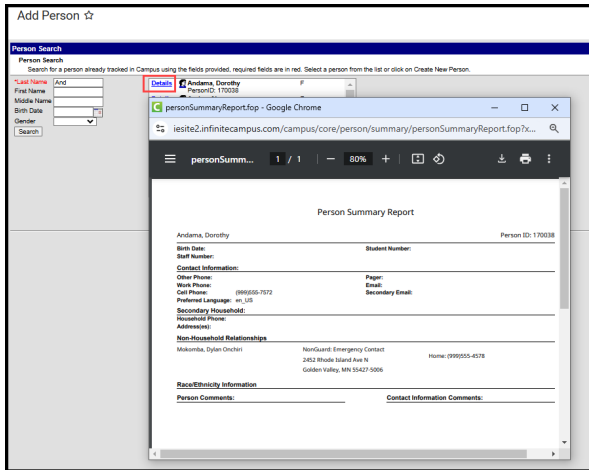▸ Click here to expand...

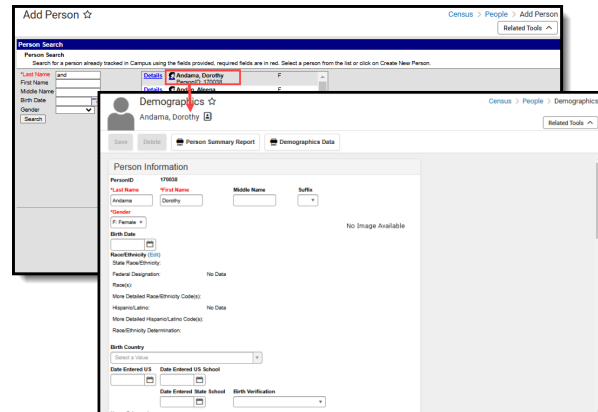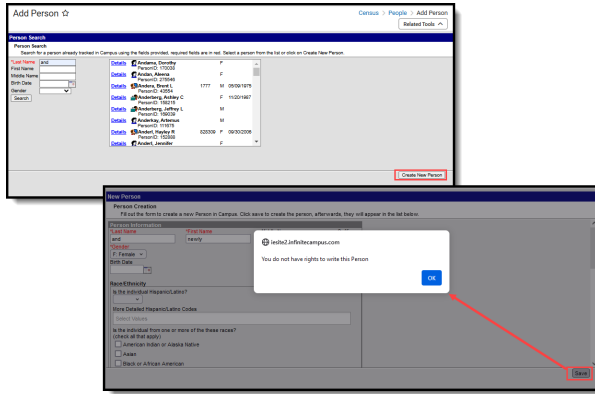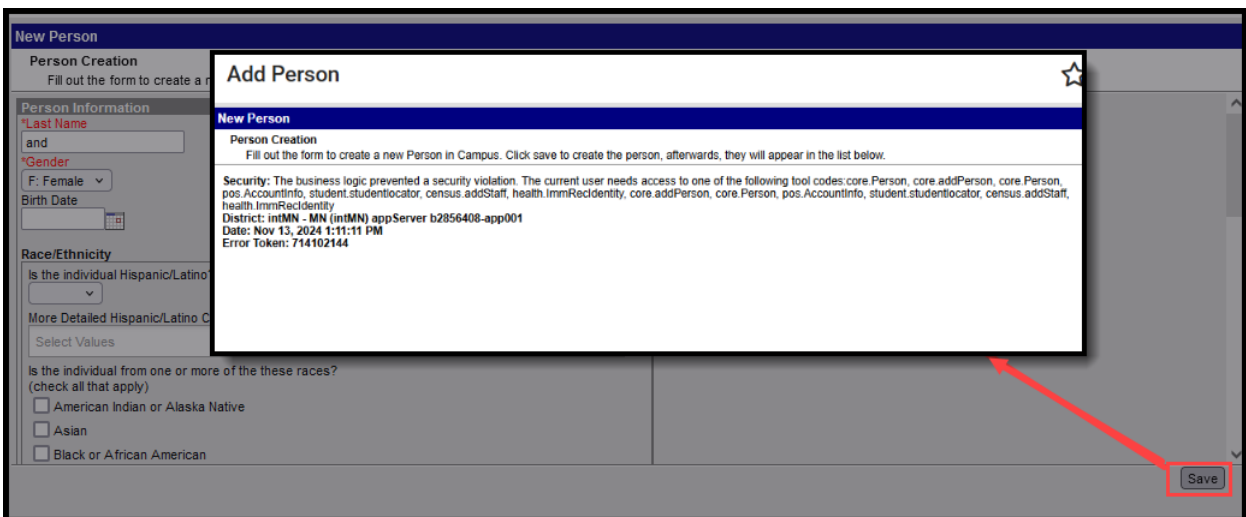|	
Select the Add Person tool from the index.	Enter search criteria into the available fields and search for existing person records.
View the Person Summary Report from a person record returned in the search results.	View a person's demographics record by selecting a person from the list of existing records from the search results.

THIS IS WEIRD. PROBABLY SHOULDN'T BE CALLED OUT.

Click the Create New Person button to add a new record on the New Person editor. However, clicking Save displays an error message indicating more rights are needed to perform this action.

Write Rights

With Write rights to Add Person, a user can do all of the actions allowed with Read rights, plus:
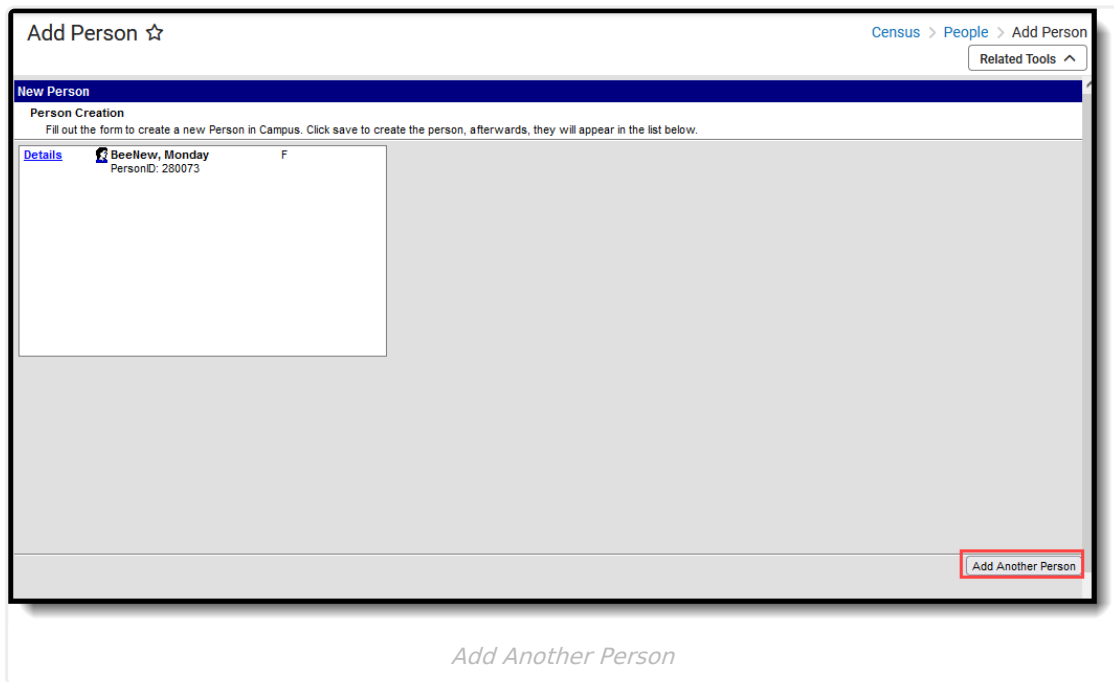
- Enter data into the New Person form (the fields Last Name, First Name, and Gender are required) to create a new person. However, that record does not save.

Add Rights

With Add rights to Add Person, a user can do all of the actions allowed with Read rights and Write rights, plus:

- Save the new person record.
- Choose **Add Another Person** button to create an additional person record.

Add Another Person

Other Tools Needed

Additional access to one of the following tools is needed to create and save a new person record, as follows:

- Demographics (core.Person)
- Add Person (core.addPerson) - RWA
- Food Service Account Information (pos.AccountInfo)
- Student Locator (student.studentLocator) - RWA
- Staff Locator (census.addStaff) -
- health.ImmRecIdentity - can't find this one! could be removed?!?! it's not in our list of TRs