

Add Person Tool Rights

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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.

Let us know what you think! Submit feedback for the Tool Rights Catalog by posting in the [Tool Rights Catalog](#) forum.

The screenshot shows the 'Add Person' tool interface. At the top, there is a breadcrumb trail: 'Census > People > Add Person'. Below this is a 'Person Search' section with a search form containing fields for Last Name, First Name, Middle Name, Birth Date, and Gender. A 'Search' button is located at the bottom of the form. To the right of the search form, it says 'No Person matches found.' Below the search form is a 'User Tool Rights Editor' modal. This modal has a search bar for campus tools and a list of tool rights categories. The 'Add Person' tool right is highlighted with a red box, and its permissions are set to 'All' for 'Read', 'Write', and 'Add', and 'None' for 'Delete'.

Add Person Tool and Full Access Tool Rights

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.

Read Rights

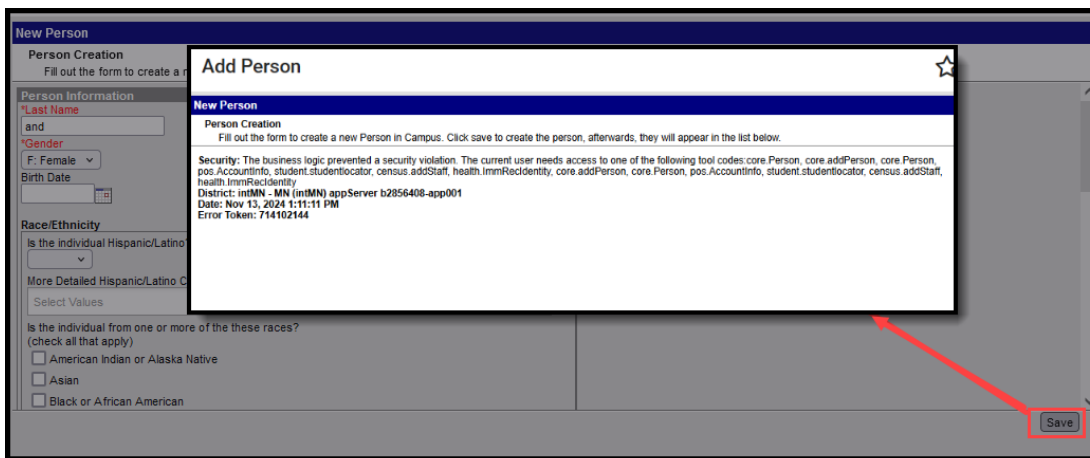
With **Read** rights to Add Person, a user can:

- 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.

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.

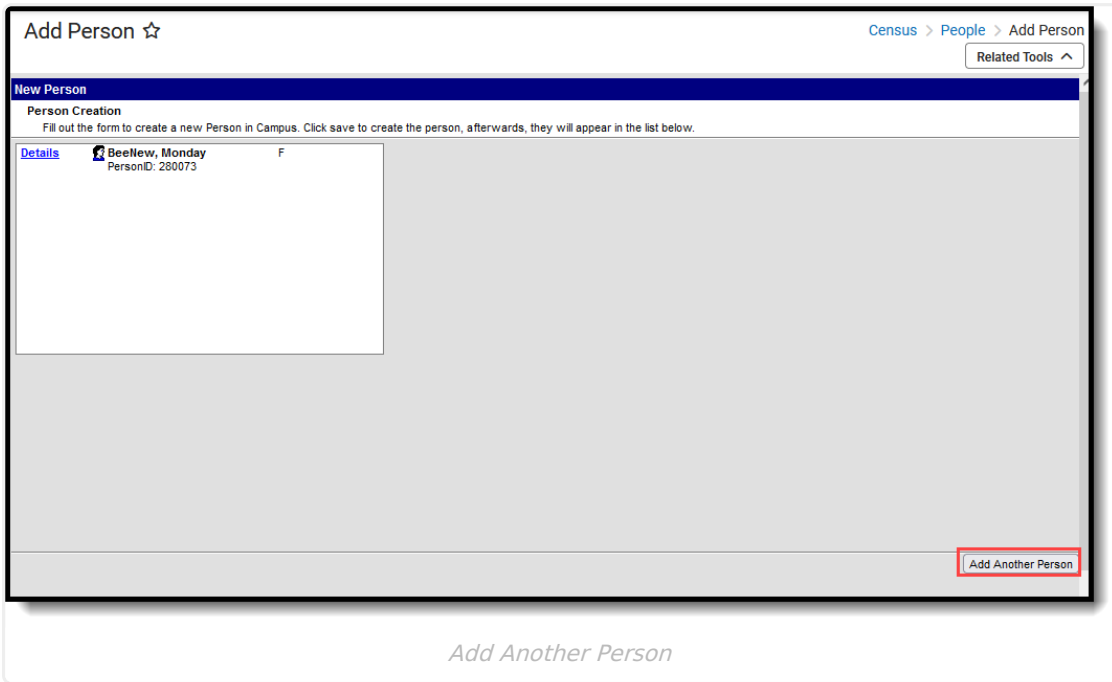


The screenshot shows a web form titled "New Person" with a sub-header "Person Creation". The form contains several sections: "Person Information" with fields for Last Name, First Name, Gender (set to Female), and Birth Date; "Race/Ethnicity" with a dropdown menu and checkboxes for "American Indian or Alaska Native", "Asian", and "Black or African American". An error message is displayed in a white box, stating: "Security: The business logic prevented a security violation. The current user needs access to one of the following tool codes: core.Person, core.addPerson, core.Person, pos.AccountInfo, student.studentlocator, census.addStaff, health.ImmRecidency, core.addPerson, core.Person, pos.AccountInfo, student.studentlocator, census.addStaff. District: mnMN - MN (inMN) appServer t2856408-app001 Date: Nov 13, 2024 1:11:11 PM Error Token: 714102144". A red arrow points from the bottom right of the error message to a "Save" button located at the bottom right of the form.

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.



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) - Read, Write, Add
- Add Person (core.addPerson) - Read, Write, Add
- Food Service Account Information (pos.AccountInfo) - Read, Write, Add, Delete
- Student Locator (student.studentLocator) - Read, Write, Add
- Staff Locator (census.addStaff) - Read, Write