Add Household Tool Rights

Last Modified on 03/31/2025 10:52 am CDT

The **Add Household** tool allows users to search for, select and create new households.

> To learn how to use this tool, see the **Add Household** article.

Census > Household > Add Household

Read - Selecting an existing household brings the user to the Household Information tool (user needs rights to Household Information).

Write - Selecting New Household brings the user to the Household Creation editor, where they can enter basic information like the household name and phone number.

Additional rights to related tools are required to add Household Addresses and Household Members. A fully assembled household consists of information entered in Household Information, Household Addresses, and Household Members.

Available Tool Rights

R	W	A	D
User can search for existing households in the Add Household Wizard. *Selecting an existing household brings the user to the Census > Households > Household Information tool.*	User can search for and create new households using the Add Household tool. *Users also need **RWA** rights to Census > Households and Census > Households > Household Information*	N/A *Saving a new household brings the user to the Household Information tool.*	N/A

Suggested User Groups

- Front Office Staff
- Registrars

See User Groups and Suggested Roles for more information.