

# Census Wizard Tool Rights

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## General Tool Rights

The Census Wizard uses a three-step process to assemble or update a household using information that already exists in Campus. Users can be granted rights to use this tool to create a new person while a household is being assembled or updated.

To learn how to assemble or update household information with this tool, see the [Census Wizard article](#).

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 'Census Wizard' interface. At the top right, there is a breadcrumb trail: 'Census > Households > Census Wizard'. Below this is a 'Related Tools' dropdown menu. The main content area is divided into several sections:

- Census Wizard Search Results: 4**: Lists search results for 'Abegg' (5 members) and 'Abegg' (9 members). Results include names, addresses, and IDs.
- Person Search**: A form with fields for Last Name (filled with 'abegg'), First Name, Student Number, Birth Date, Gender, Middle Name, Suffix, Address Search (House/P.O. Number, Street Name, Apt Number, City), and Legal Description.
- Editing an Existing Household**: A list of existing households with checkboxes for selection. The list includes names and IDs for various Abegg family members.
- Household Search**: Fields for Household Name and Household Phone.
- Right-hand sidebar**: A vertical menu with options: 'Add Household', 'Census Wizard', 'Household Information', 'Household Addresses', 'Household Fees', 'Household Food Service Deposit', 'Household Members', and 'Household Payments'.

Census Wizard	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Add Address	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Add Household	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Add Person	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete

Census > Households > Census Wizard

## Who is typically assigned Census Wizard tool rights?

- [Counselors](#)
- [Front Office Staff](#)
- [Registrars](#)

See [User Groups and Suggested Roles](#) for more information.

**RW** access to Census Wizard and its subrights is sufficient to allow users to assemble and modify households with this tool.

## General Tool Rights

	<b>R</b>	<b>W</b>	<b>A</b>	<b>D</b>
Census Wizard	User can view information in the Census Wizard.	User can add information in the Census Wizard.	N/A	N/A
<i>Add Address</i>	User can view person information in the Census Wizard.	User can add person information in the Census Wizard.	N/A	N/A
<i>Add Household</i>	User can view address information in the Census Wizard.	User can add address information in the Census Wizard.	N/A	N/A
<i>Add Person</i>	User can view household information in the Census Wizard.	User can add household information in the Census Wizard.	N/A	N/A