

### **Households Tool Rights Overview**

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The Households module contains related tools. Users may need access to several or all of these tools to perform their job duties.

Let us know what you think! Submit feedback for the Tool Rights Catalog by posting in the Tool Rights Catalog forum.

Households	- All	- Read	─ Write	- Add	- Delete
Add Household	✓ All	✓ Read	✓ Write	✓ Add	✓ Delete
Census Wizard Add Address Add Household Add Person	All All All	✓ Read ✓ Read ✓ Read ✓ Read	✓ Write ✓ Write ✓ Write ✓ Write	Add Add Add Add Add	Delete Delete Delete Delete
Household Information	✓ All	Read	Write	✓ Add	✓ Delete
Household Addresses	✓ All	Read	Write	✓ Add	Delete
Household Fees	☐ All	Read	Write	Add	Delete
Household Food Service Deposit	☐ All	Read	Write	Add	Delete
Household Members	✓ All	Read	Write	Add	Delete
Household Payments		Read	Write	Add	Delete

## **Households Tool Descriptions**

Follow the article links preceding each brief tool description to learn how to use each tool.

▶ Click here to expand...

Article Link	For users who need to:
Household Creation:	
Add Household	search for and work with existing households, or create new ones.
Census Wizard	assemble households using existing information (requires RW access to Add Household/Add Address/Add Person).
Related Tools for Household Components:	Three related tools necessary for maintenance of households are Household Information, Household Addresses and Household Members.



Article Link	For users who need to:
Household Information	see basic information such as household name, phone number and comments (users may need access to related tools Household Information, Household Addresses, and Household Members).
Household Addresses	see or manage address information associated with a selected household (users may need access to related tools Household Information, Household Addresses, and Household Members).
Household Members	see or manage membership of persons in a selected household (users may need access to related tools Household Information, Household Addresses, and Household Members).
Additional Tools:	
Household Fees	manage fee assignments, payments and adjustments for household members.
Household Food Service Deposit	manage food service deposits for household members.
<b>Household Payments</b>	disable a household member's ability to make online payments.

# **Households Tool Rights**

Follow the links to the tool right article for more detailed information.

Tool Right Article Link	R	W	Α	D
Add Household	User can search for existing households in the Add Household Wizard.	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
Census Wizard	User can view information in the Census Wizard.	User can add information in the Census Wizard.	N/A	N/A



Tool Right Article Link	R	w	Α	D
Add Person	Use can view person information in the Census Wizard.	User can add person information in the Census Wizard.	N/A	N/A
Add Address	User can view address information in the Census Wizard.	Use can add address information in the Census Wizard.	N/A	N/A
Add Household	User can view household information in the Census Wizard.	Use can add household information in the Census Wizard.	N/A	N/A
Household Information	User can view household information.	User can view, add and modify household information.	N/A	Users can delete household information
Household Addresses	User can view current and historical household address records.	User can modify existing household address details (start/end dates, mailing, etc.)	User can find and attach a new address to the household.	User can delete a household's association to an address.  Does not delete Campus address record.
Household Fees	User can view household fees.	Users can view household fees.	Users can make new fee assignment, make payment, and make adjustments, and void fees.	N/A



Tool Right Article Link	R	w	A	D
Household Members	User can view household member information.	User can edit existing information on the household members tab.	User can find and add new household members.	User can delete household members.  To preserve historical information, use Start/End dates instead of Delete.
Household Payments	User can disable online payment account for household members.	N/A	N/A	N/A

### **Additional Household Tool Rights**

#### **New Household Membership**

To use the New Household Membership icon to add the person to a new household, the user must have:

- **RWAD** rights to Census > Household > Household Information
- **RWAD** rights to Census > Household > Members

#### **Edit Field**

If a user should have access to view/modify household and membership information through the edit fields, he/she must have:

- **RW** rights to Census > Households
- RW rights to Census > Household > Household Info
- RW rights to Census > Household > Members

#### **Phone Field**

To edit the phone field, the user must have:

- **RW** rights to Census > Households
- **RW** rights to Census > Households > Household Information

#### **Address Field**



To edit the address field, the user must have:

• **RW** rights to Census > Addresses > Address Information

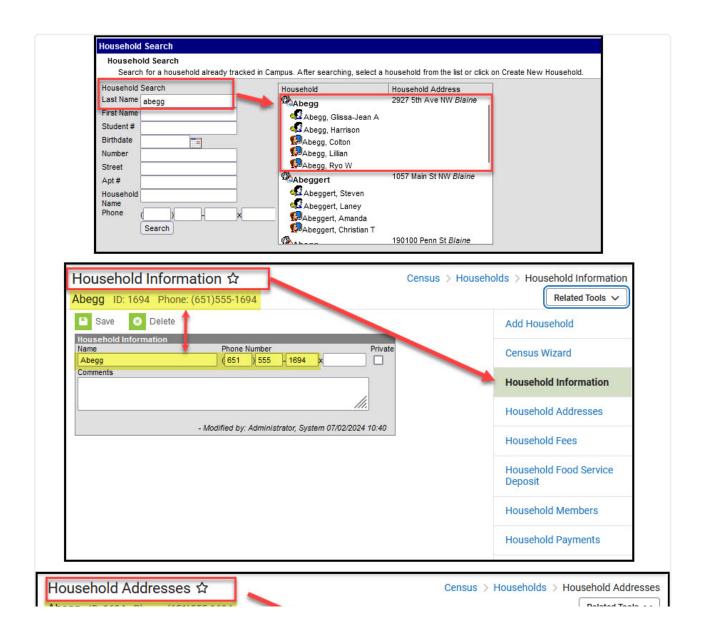
### **Related Tools**

Users may require access to multiple related tools in order to perform their job functions.

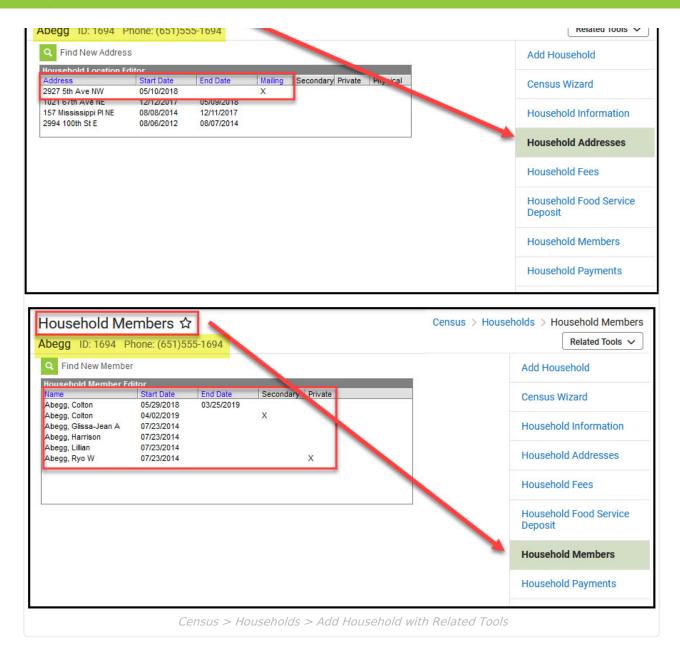
▶ Click here to expand...

In the example below:

- 1. Add Household: Household Search displays households already tracked in Campus.
- 2. Selecting the household displays the **Household Information** tool.
- 3. Selecting **Household Addresses** from Related Tools displays address information for the household.
- 4. Selecting **Household Members** from Related Tools displays a list of household members.







### **Suggested User Groups**

- Counselors
- Front Office
- Principal
- Registrars
- Transportation

