

# Staff Locator Wizard Tool Rights

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The **Staff Locator** tool searches for individuals who already have a person record in Campus before adding them as a staff person. This is intended to prevent duplicate person records, particularly for State Edition customers where a person could already have an employment record and state staff ID at another school district within the state.

See the [Staff Locator](#) article to learn more about this tool.

The screenshot shows the Staff Locator Wizard tool interface and its configuration in the tool rights section.

**Staff Locator Wizard Interface:**

- Search Fields:** Last Name (Abeggert), First Name (Laney), Gender (Female), Birth Date (12/31/1980), Middle Name, SSN #, Staff State ID.
- Search Results:** A table showing a single result: Name (Abeggert, Laney), Staff State ID (F), Gender (F), Birth Date (12/31/1980), and % (100). The result is highlighted with a red box.
- Buttons:** Search --> and Create New District Staff -->.

**Tool Rights Configuration:**

- Tool Rights Header:** Staff Locator Wizard. Checkboxes: All (checked), Read (checked), Write (checked), Add (checked), Delete (checked).
- Tool Rights Details:** A tree view of tool rights for 'Census > Staff > Staff Locator Wizard'. The 'People' node is expanded, showing 'Add Person' (Read, Write, Add checked), 'Contact Log' (All), 'Demographics' (All), 'Staff State ID' (All), 'GUID' (All), 'Student State ID' (All), 'Modify Local Staff Number' (All), 'Modify Local Student Number' (All), and 'View Staff Birth Date & Age' (All). Each item has checkboxes for Read, Write, Add, and Delete.

*Census > Staff > Staff Locator Wizard*

Users also need access to one of the following tools to access existing staff records or create new records via the staff locator: **Demographics** (Read, Write, Add); **Add Person** (Read, Write, Add)

## Available Tool Rights

R	W	A	D
Access and view the Staff Locator tool.	Search for and create new district staff.	N/A	N/A

## Suggested User Groups

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

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

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