

# Activity Registration Tool Rights

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Tool Rights determine the level of access users have to tools throughout Campus. This article refers to tool rights in abbreviated form (i.e., R, W, A, D or any combination of the four). Sub-rights appear as *italicized*.

If no Roster Payment rights are granted, manual adds will have no Purchase Option, and the registration will not be confirmed by that specific user unless the student completes their registration and pays via the School Store.

Users need at least one Payment Option (Cash/Check/Credit) to record and process manual Roster Payments. If you have no access to one of those, you cannot take a payment.

| Right                       | Description  |
|-----------------------------|--|
| <b>R</b><br><b>(Read)</b>   | The <b>R</b> right indicates the information on the corresponding tool may be viewed by the user. When applicable, the user is also allowed to print information. The user will <b>NOT</b> have access to the Save, Add or Delete icons in the action bar.   |
| <b>W</b><br><b>(Write)</b>  | The <b>W</b> right indicates the user may view and modify the information on the corresponding tool. The Save icon in the action bar will be functional. This right allows the user to modify only existing data in the area since adding new data is controlled by the <b>A</b> right. This right includes the ability to change or remove data from a specific field.                        |
| <b>A (Add)</b>              | The <b>A</b> right indicates the user may view, modify and add to the information on the corresponding tool. The New and Add icons in the action bar will be functional. This right allows the user to add new data/records.   |
| <b>D</b><br><b>(Delete)</b> | ASSIGN THIS RIGHT WITH CAUTION. The <b>D</b> right indicates the information on the corresponding tool may be deleted. The Delete icon in the action bar will be functional. This right provides the ability to completely remove an existing record, including all data contained within the record. The ability to change/remove data from a field is controlled through the <b>W</b> right. |

RWAD Rights assigned at the module or folder level give those rights to all features within the module. For example, giving RW rights to the System Administration Health folder assigns RW rights to all tools within that folder, including any sub-rights.

| Right                        | R         | W               | A                     | D   |
|------------------------------|-----------|-----------------|-----------------------|-----|
| <b>Activity Registration</b> | View Only | View and Modify | View, Modify, and Add | N/A |

| Right                           | R  | W  | A   | D  |
|---------------------------------|--|--|---|--|
| <b>Activity Dashboard</b>       | Users can view any activities they submit or view activities for which they are listed as the activity owner.  | Users may edit proposed activities that they have submitted. | Users may submit proposals for new activities and copy existing activities. | Users can remove activities that are in the Ready (Upcoming) or Draft - Proposal (Proposed) status or recall proposed activities after they are sent for approval. |
|                                 | <p>Secondary Activity Owners only have a read-only view of the activity to which they are assigned unless they are also the creator of the proposed activity.</p> <p>Secondary owners on an activity do not have the <b>Remove</b> button for delete/cancel functions even if the Delete tool right is assigned.</p> |  |   |  |
| <b>Activity Monitor</b>         | View Only  | View and Modify  | View, Modify, Add, and Copy   | Users can remove activities that are in the Ready (Upcoming) or Draft (Current) status.  |
| <b>Activity Approval</b>        | Allows users to approve, return, and decline proposed activities.  | N/A  | N/A   | N/A  |
| <b>Activity Roster Payments</b> | Allows users to view receipts and export.  | Allows users to add payments, view receipts, and export.     | Allows users to add payments, view receipts, and export.                    | N/A  |
| <b>Payment Options</b>          | Allows users to take Cash, Check, or Credit Card payments.   | N/A  | N/A   | N/A  |
| <b>Cash</b>                     | Allows users to take Cash payments.  | N/A  | N/A   | N/A  |

| <b>Right</b>                     | <b>R</b>  | <b>W</b>                                  | <b>A</b>                                    | <b>D</b> |
|----------------------------------|---|---|---|----------|
| <b>Check</b>                     | Allows users to take Check payments.                    | N/A                                       | N/A   | N/A      |
| <b>Credit</b>                    | Allows users to take Credit Card payments.              | N/A                                       | N/A   | N/A      |
| <b>Refund</b>                    | Allows users to issue refunds.                          | N/A                                       | N/A   | N/A      |
| <b>Override</b>                  | Allows users to Override the cost of a Purchase Option. | N/A                                       | N/A   | N/A      |
| <b>Activity Roll Forward</b>     | N/A   | N/A                                       | Users can roll activities forward en masse. | N/A      |
| <b>Preapproval Configuration</b> | View Only   | View and Modify                           | View, Modify, and Add                       | Delete   |
| <b>Preapproval Requests</b>      | View Only   | Allows users manage preapproval requests. | N/A   | N/A      |