College Records: Access levels

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# Access levels for Student functionality

<table>
<thead>
<tr>
<th>Type of access</th>
<th>Role Group required</th>
<th>Additional Role Group(s) required</th>
<th>eVision access available</th>
<th>Reports available</th>
</tr>
</thead>
<tbody>
<tr>
<td>Read-only</td>
<td>College Records: Students View (SVFC_STU_VEW)</td>
<td>None</td>
<td>The Manage Student Record link gives read-only access to the following tabs:</td>
<td>• Leavers Report</td>
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<td></td>
<td></td>
<td></td>
<td>• Assessments / Research *</td>
<td>• Students Report</td>
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<td></td>
<td></td>
<td></td>
<td>• Suspension</td>
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<td></td>
<td></td>
<td></td>
<td>• Supervisor/Advisor/Tutor</td>
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<td></td>
<td>• Address</td>
<td></td>
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<td></td>
<td>• Enrolment</td>
<td></td>
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<td>• Resources</td>
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<td>• Groups</td>
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<td></td>
<td>• Needs</td>
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<td>* The Assessments tab is only displayed for students on taught courses, the Research tab is only displayed for research students</td>
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<tr>
<td>Read-only</td>
<td>College Records: View Assessments (SVFC_STU_AST)</td>
<td>College Records: Students View (SVFC_STU_VEW)</td>
<td>In addition to the access provided by College Records: Students View, the Manage Student Record link gives read-only access to the following tab for taught students only:</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>• Assessments</td>
<td></td>
</tr>
<tr>
<td>Read-only</td>
<td>College Records: View Suspensions (SVFC_STU_SUS)</td>
<td>College Records: Students View (SVFC_STU_VEW)</td>
<td>In addition to the access provided by College Records: Students View, the Manage Student Record link gives read-only access to the following tab:</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>• Suspensions</td>
<td>• Suspended Students Report</td>
</tr>
<tr>
<td>Read-only</td>
<td>College Records: View Student Finance (SVFC_FIN_VEW)</td>
<td>College Records: Students View (SVFC_STU_VEW)</td>
<td>In addition to the access provided by College Records: Students View, the Manage Student Record link gives read-only access to the following tab:</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Fees</td>
<td>• Fees Report</td>
</tr>
<tr>
<td>Type of access</td>
<td>Role Group required</td>
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<td>eVision functionality available</td>
<td>Reports available</td>
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<tr>
<td>Read-only</td>
<td>Emergency contact — read-only access (colleges)</td>
<td>College Records: Students View (SVFC_STU_VEW)</td>
<td><strong>In addition to</strong> the access provided by College Records: Students View, the Manage Student Record link gives read-only access to the following tab: Emergency contacts</td>
<td>None</td>
</tr>
</tbody>
</table>
| Read-only      | College Records: View Student Record Changes (SVFC_CA_VIEW) | College Records: Students View (SVFC_STU_VEW) **AND** College Records: Manage Students – Limited (SVFC_STU_LIM) | **In addition to** the access provided by College Records: Students View and College Records: Manage Students – Limited users will also have read-only access to the following link:  
  - Student Record Changes | None |
| Update         | College Records: Manage Students – Limited (SVFC_STU_LIM) | College Records: Students View (SVFC_STU_VEW) | **In addition to** the access provided by College Records: Students View, the Manage Student Record link gives update access to the following tabs:  
  - Supervisor/Advisor/Tutor  
  - Resources  
  - Needs  
  - Notes*  
  - Documents*  
  * Users have access to view, add, edit or remove *non-confidential* Notes and view, add and remove *non-confidential* Documents |  
  - Student Contact Details Report  
  - Member Contact Details Report  
  - College Room List Report  
  - Previous Institution Report  
  - College Advisors/Personal Tutors Report  
  - Labels Report  
  - Students Report |
<table>
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</table>
| Update         | College Records: Manage Students – Confidential (SVFC_STU_CON) | College Records: Students View (SVFC_STU_VEW) and College Records: Manage Students – Limited (SVFC_STU_LIM) | **In addition to** the access provided by *College Records: Students View* and *College Records: Manage Students - Limited*, the *Manage Student Record link* gives additional access to the following tab:  
  - Notes*  
  - Documents*  
  * Users have access to view, add, edit or remove *confidential* Notes and view, add and remove *non-confidential* Documents | None |
| Update         | College Records: Manage Students – Sensitive (SVFC_STU_SEN) | College Records: Students View (SVFC_STU_VEW) and College Records: Manage Students – Limited (SVFC_STU_LIM) | **In addition to** the access provided by *College Records: Students View* and *College Records: Manage Students - Limited*, the *Manage Student Record link* gives additional access to the following tab:  
  - Notes*  
  - Documents*  
  * Users have access to view, add, edit or remove *sensitive* Notes and view, add and remove *sensitive* Documents | None |
| Update         | College Records: Manage Student Finance (SVFC_STU_FIN) | College Records: Students View (SVFC_STU_VEW) and College Records: Manage Students – Limited (SVFC_STU_LIM) | **In addition to** the access provided by *College Records: Students View*, the *Manage Student Record link* gives update access to the following tab:  
  - Fees  
  - Fees Report | None |
## Access levels for Member functionality

<table>
<thead>
<tr>
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</tr>
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</table>
| Read-only      | College Records: Members View (SVFC_MEM_VEW) | None | The Manage Person Record link gives read-only access to the following tabs:  
  - Resources  
  - Groups  
  - Needs | None |
| Read-only      | College Records: Emergency Contacts (SVFC_MEM_EMR) | College Records: Members View (SVFC_MEM_VEW) | **In addition** to the access provided by College Records: Members View, the Manage Person Record link gives read-only access to the following tab:  
  - Emergency Contacts | None |
| Read-only      | College Records: Manage Employment Details (SVFC_MEM_EMP) | College Records: Members View (SVFC_MEM_VEW) | **In addition** to the access provided by College Records: Members View, the Manage Person Record link gives read-only access to the following tab:  
  - Employment Details | None |
| Update         | College Records: Manage Members – Limited (SVFC_MEM_RES) | College Records: Members View (SVFC_MEM_VEW) | **In addition** to the access provided by College Records: Members View, the Manage Person Record link gives update access to the following tabs:  
  - Resources  
  - Needs  
  - Notes*  
  * Users have access to view, add, edit or remove **non-confidential** Notes only |  
  - Member Contact Details Report  
  - College Room List Report  
  - Labels Report |
<table>
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<tr>
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<th>Reports available</th>
</tr>
</thead>
</table>
| Update        | College Records: Manage Members – Confidential (SVFC_MEM_UNR) | College Records: Members View (SVFC_MEM_VEW) AND College Records: Manage Members – Limited (SVFC_MEM_RES) | In addition to the access provided by College Records: Members View, the Manage Person Record link gives update access to the following tab:  
  • Contact Details  
  • Notes*  
  * Users have access to view, add, edit or remove confidential Notes | None |
| Update        | College Records: Manage Members – Sensitive (SVFC_MEM_SEN) | College Records: Members View (SVFC_MEM_VEW) AND College Records: Manage Members – Limited (SVFC_MEM_RES) | In addition to the access provided by College Records: Members View, the Manage Person Record link gives update access to the following tab:  
  • Contact Details  
  • Notes*  
  * Users have access to view, add, edit or remove sensitive Notes | None |
| Update        | College Records: Emergency Contacts (SVFC_MEM_EMR) | College Records: Members View (SVFC_MEM_VEW) AND College Records: Manage Members – Limited (SVFC_MEM_RES) | In addition to the access provided by College Records: Members View and College Records: Manage Members – Limited, the Manage Person Record link gives update access to the following tab:  
  • Emergency Contacts | None |
<table>
<thead>
<tr>
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<th>eVision access available</th>
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</tr>
</thead>
</table>
| Update        | College Records: Manage Employment Details (SVFC_MEM_EMP) | College Records: Members View (SVFC_MEM_VEW) AND College Records: Manage Members – Limited (SVFC_MEM_RES) | In addition to the access provided by College Records: Members View, the Manage Person Record link gives update-only access to the following tab:  
  - Employment Details | • Right to Work Report (Report will be available from mid-October 2018) |
## Access levels for Groups functionality

<table>
<thead>
<tr>
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<th>Reports available</th>
</tr>
</thead>
<tbody>
<tr>
<td>Read-only</td>
<td>College Records: Groups View – Restricted (SVFC_GR_RSTR)</td>
<td>None</td>
<td>The View Groups link gives read-only access to the Groups functionality. Users with this access level can view details of Unrestricted Groups only.</td>
<td>None</td>
</tr>
<tr>
<td>Read-only</td>
<td>College Records: Groups View – Unrestricted (SVFC_GR_ALL)</td>
<td>None</td>
<td>The View Groups link gives read-only access to the Groups functionality. Users with this access level can view details of Unrestricted and Restricted Groups.</td>
<td>None</td>
</tr>
</tbody>
</table>
| Update         | College Records: Manage Groups (SVFC_GR_CREA) | College Records: Groups View – Restricted (SVFC_GR_RSTR)  
To add Members to a Group (i.e. Staff and College Members), users will also need:  
College Records: Members View (SVFC_MEM_VEW)  
To add Students to a Group, users will also need:  
College Records: Students View (SVFC_STU_VEW) | The Manage Groups link gives update access to the Groups and Privileges functionality. Users with this access level can view, create and edit Unrestricted Groups | None |
| Update         | College Records: Manage Groups (SVFC_GR_CREA) | College Records: Groups View – Unrestricted (SVFC_GR_ALL)  
To add Members to a Group (i.e. Staff and College Members), users will also need:  
College Records: Members View (SVFC_MEM_VEW)  
To add Students to a Group, users will also need:  
College Records: Students View (SVFC_STU_VEW) | The Manage Groups link gives update access to the Groups and Privileges functionality. Users with this access level can view, create and edit Restricted Groups | None |
## Access levels for Collections and Rooms functionality

<table>
<thead>
<tr>
<th>Type of access</th>
<th>Role Group required</th>
<th>Additional Role Group(s) required</th>
<th>eVision access available</th>
<th>Reports available</th>
</tr>
</thead>
</table>
| Update         | SVFC_COL_USER       | None                             | Users with this access level have access to the following link:  
|                |                     |                                  | • Manage Collections  
|                |                     |                                  | This enables users to:  
|                |                     |                                  | • Create and update Collections  
|                |                     |                                  | • Record student marks  
|                |                     |                                  | • Record tutor comments  
|                |                     |                                  | None |
| Update         | SVFC_COL_ADM        | None                             | Users with this access level have access to the following links:  
|                |                     |                                  | • Manage Collections  
|                |                     |                                  | • Manage Sites  
|                |                     |                                  | • Manage Buildings  
|                |                     |                                  | • Manage Rooms  
|                |                     |                                  | This enables users to:  
|                |                     |                                  | • Create and update Collections  
|                |                     |                                  | • Records student marks  
|                |                     |                                  | • Record tutor comments  
|                |                     |                                  | • Assign invigilators to Collections  
|                |                     |                                  | • Assign Rooms to Collections  
|                |                     |                                  | • Create Site records  
|                |                     |                                  | • Create Building records  
|                |                     |                                  | • Create Room records  
|                |                     |                                  | • Collections Report  

Updated 24 September 2018