College Records: Access levels

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## Access levels for Student functionality

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<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>
| Read-only      | College Records: Students View (SVFC_STU_VEW) | None | The Manage Student Record link gives read-only access to the following tabs:  
- Assessments / Research *  
- Suspension  
- Supervisor/Advisor/Tutor  
- Address  
- Enrolment  
- Resources  
- Groups  
- Needs  
* The Assessments tab is only displayed for students on taught courses, the Research tab is only displayed for research students |  
- Leavers Report  
- Students Report |
| Read-only      | College Records: View Assessments (SVFC_STU_AST) | College Records: Students View (SVFC_STU_VEW) | 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:  
- Assessments | None |
| Read-only      | College Records: View Suspensions (SVFC_STU_SUS) | College Records: Students View (SVFC_STU_VEW) | In addition to the access provided by College Records: Students View, the Manage Student Record link gives read-only access to the following tab:  
- Suspensions |  
- Suspended Students Report |
| Read-only      | College Records: View Student Finance (SVFC_FIN_VEW) | College Records: Students View (SVFC_STU_VEW) | In addition to the access provided by College Records: Students View, the Manage Student Record link gives read-only access to the following tab:  
- Fees |  
- Fees Report |
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<tbody>
<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 <em>College Records: Students View</em>, the <strong>Manage Student Record link</strong> 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 |
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| 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 |
## Access levels for Member functionality

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| **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 |
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</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 |
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<tr>
<td>Update</td>
<td>College Records: Manage Employment Details (SVFC_MEM_EMP)</td>
<td>College Records: Members View (SVFC_MEM_VEW) AND College Records: Manage Members – Limited (SVFC_MEM_RES)</td>
<td>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</td>
<td>• Right to Work Report</td>
</tr>
</tbody>
</table>
# Access levels for Groups functionality

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<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>
<tr>
<td>Update</td>
<td>College Records: Manage Groups (SVFC_GR_CREA)</td>
<td>College Records: Groups View – Restricted (SVFC_GR_RSTR)</td>
<td>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</td>
<td>None</td>
</tr>
<tr>
<td>Update</td>
<td>College Records: Manage Groups (SVFC_GR_CREA)</td>
<td>College Records: Groups View – Unrestricted (SVFC_GR_ALL)</td>
<td>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</td>
<td>None</td>
</tr>
</tbody>
</table>
  
  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)
## Access levels for Collections and Rooms functionality

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<tr>
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</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 15 October 2018