College Records: Access levels

Contents
Access levels for Student functionality ................................................................. 2
Access levels for Member functionality ................................................................. 5
Access levels for Groups functionality ................................................................. 8
Access levels for Collections and Rooms functionality ....................................... 9
## 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: • 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</td>
<td>• Leavers Report • Students Report</td>
</tr>
<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: • Assessments</td>
<td>None</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: • 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: • Fees</td>
<td>• Fees Report</td>
</tr>
<tr>
<td>Type of access</td>
<td>Role Group required</td>
<td>Additional Role Group(s) required</td>
<td>eVision functionality available</td>
<td>Reports available</td>
</tr>
<tr>
<td>---------------</td>
<td>---------------------</td>
<td>-----------------------------------</td>
<td>-------------------------------</td>
<td>------------------</td>
</tr>
<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  
  - Notes Report |
<table>
<thead>
<tr>
<th>Type of access</th>
<th>Role Group required</th>
<th>Additional Role Group(s) required</th>
<th>eVision functionality available</th>
<th>Reports available</th>
</tr>
</thead>
</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 |
## Access levels for Member 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>
| 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_EMER) | 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  
  - Notes Report |
<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        | 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>
<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        | 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 |
## Access levels for Groups 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: 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></td>
<td></td>
<td>To add Members to a Group (i.e. Staff and College Members), users will also need: College Records: Members View (SVFC_MEM_VEW)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>To add Students to a Group, users will also need: College Records: Students View (SVFC_STU_VEW)</td>
<td></td>
<td></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>
<tr>
<td></td>
<td></td>
<td>To add Members to a Group (i.e. Staff and College Members), users will also need: College Records: Members View (SVFC_MEM_VEW)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>To add Students to a Group, users will also need: College Records: Students View (SVFC_STU_VEW)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## 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                          | Collections Report |
| 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  
|                |                     |                                   | None                          | Collections Report |

Updated 6 November 2018