Note: Your actual access is set by your college administrator, so some of these actions might not apply to you.
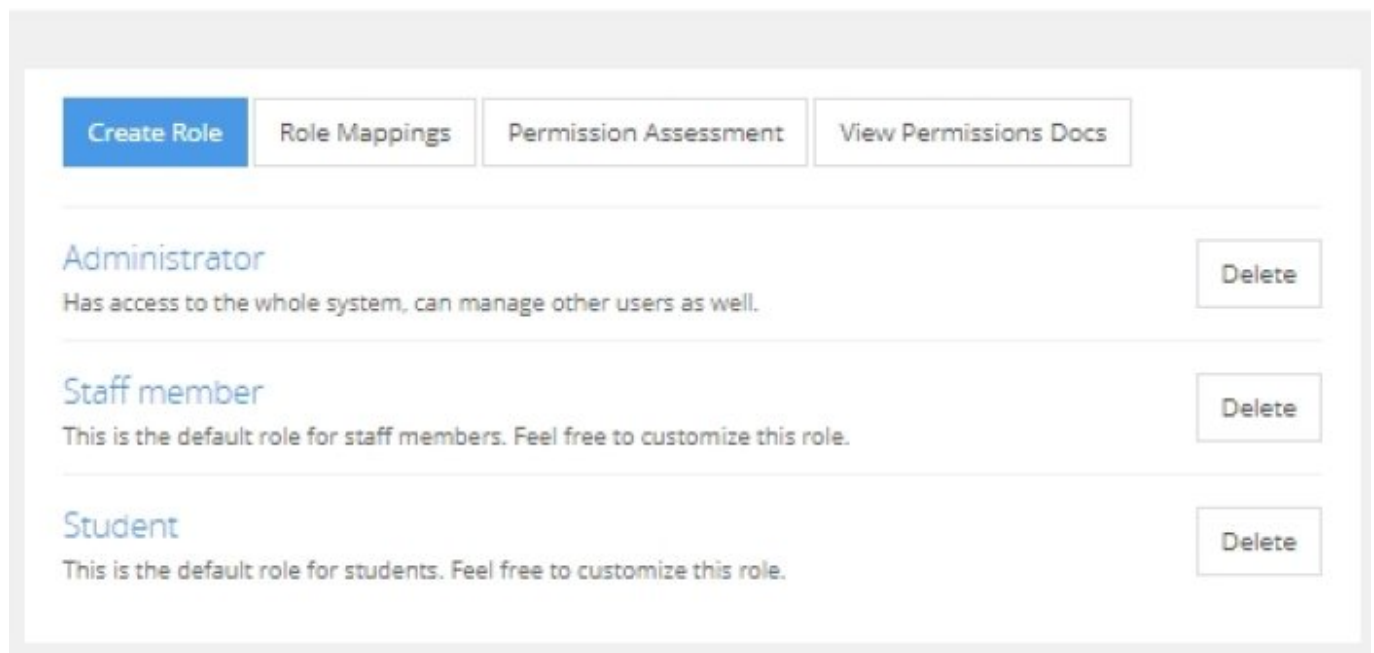
Prev How to set beacons | Back to General Menu | Next:. Mobile APP

User Roles

Customize the user roles and their permissions.

How to Access: Advanced Options > User Roles.

- **Create Role** - Please use this option to create a new Rol.

- **Role Mappings** - Please use this option to Associate user roles with features in the system.

- **Permission Assessment** - Please use this option to see all effective permissions.

- **View Permissions Docs** - Please use this option to see all documentation related to Permissions.

List Options

- **DELETE** - Please notice that there is a "Delete" button for each Role in the List.

Create Role

Edit Role

General Information

Title

Description

Roles it has access to

Users with this role can view users of any role

Access to view roles   Select one...

Select all roles

Users with this role can edit users of any role

Access to edit roles   Select one...

Select all roles

Features policy (0 out of 82 features)

The Features below are "packs" of permissions from the Actions Policy. It is meant as a way for account administrators to easily assign groups of permissions to user roles based on the tasks they will need to perform. When selecting feature policies, users should be mindful of all permissions this will activate. Best approach is to use these feature settings as a starting point and follow up with careful review of the individual policies listed in the next section.

☐ Assign action item packs - Assign existing action packs and items to users.
☐ Assign action items - Assign existing action items.
☐ Check-in/out media items - Check in and check-out media items.
☐ Export data - Export data from the system.
☐ Import data - Import data to the system.
☐ Join community - Join the online community.
☐ Manage action item packs - Create, edit and delete action packs.
☐ Manage action item types - Create, edit and delete action item types.
☐ Manage action items - Create, edit and delete action items.
☐ Manage action plans - Create, update, delete and assign action plans.
☐ Manage appointments - Schedule, cancel, void and restore appointments. Go to Settings > User Roles > Role Mapping and customize appointments' security.
☐ Manage attendance restrictions - Restrict attendees from selecting services, staff members and locations when signing-in, making appointments and in the complex.
☐ Manage badges and certificates - Design, generate and send by e-mail badges and certificates.
☐ Manage center attendance - Create, edit, and delete center attendance swipes and logs.
☐ Manage class attendance - Create, edit, and delete class attendance swipes and logs.
☐ Manage client applications - View, edit and send messages to client applications.
☐ Manage community invitations - Invite users to use Join the online community.
☐ Manage complex - Create, edit and delete complex categories. Configure complex settings.
☐ Manage computer labs - Create, edit and delete computer labs.
☐ Manage dead-end recordings - Create, edit and delete dead-end recordings.
☐ Manage departments - Create, edit and delete departments.
☐ Manage event registration - Register and unregister users to events.
☐ Manage event sessions registration - Register and unregister users to event sessions.
☐ Manage events - Create, edit and delete events.
☐ Manage locations - Create, edit and delete locations.
☐ Manage media - Create, edit, check-in, check-out and delete media items. Create, edit and delete media types.
☐ Manage my availability as staff member - Manage my schedules and availability as staff member.
☐ Manage my registrations to event sessions - Allow the current user to register and unregister to and from event sessions.
☐ Manage notifications - View and delete all users' notifications them and create, edit and delete notification topics.
☐ Manage quick panels - Create, edit and delete home page quick panels.
☐ Manage rules - Create, edit and delete rules. Define actions to take when certain event occurs based on specified conditions.
☐ Manage seminars - Create, edit and delete seminars.
☐ Manage service availability - Enable and disable services on specified locations.
☐ Manage services - Create, edit and delete services.
☐ Manage settings - Change system settings.
☐ Manage sign-in stations - Create, edit, install and delete sign-in stations.
☐ Manage staff members availability - Manage staff members' schedules and availability.
☐ Manage tags - Create, edit, assign, unassign and delete tags.
☐ Manage terms - Create, edit and delete terms and holidays.
☐ Manage translations - Translate and change phrases and terminology system-wide.
☐ Manage user extended profiles - Create, edit and delete extended user profiles.
☐ Manage user groups - Create, edit and delete user groups. Tag (or untag) user groups' members.
☐ Manage user roles - Create, edit and delete user roles and their mappings.
☐ Manage users - Create, edit, delete users and reset their passwords.
☐ Manage waiting lines - Create, edit and delete waiting lines. Remove and sign users in from a line.
☐ Moderate comments and ratings - Set options for ratings. Moderate pending or flagged reviews and comments.
☐ Print QR labels - Print QR labels for users.
☐ Renew software license - Contact Engineerica to renew software license.
☐ Schedule appointments - Schedule appointments. Go to Settings > User Roles > Role Mappings and customize appointments' security.
☐ Sync appointments and offlines with Microsoft Outlook - Sync appointments and offlines with Microsoft Outlook using AccuCampus add-in.
☐ View Walk-in Times - View staff members' schedules available for walk-ins.
☐ View action plans reports - View action plans reports. Tag, untag and export results into different formats.
☐ View appointments reports - View appointments reports. Tag, untag and export results into different formats.
☐ View audits - View users' activity in the system.
☐ View center visits reports - View center visits reports. Tag, untag and export results into different formats.
☐ View complex - View campus complex.
☐ View media reports - View media reports. Tag, untag and export results into different formats.
☐ View my class attendance - Allow the current user to see his class attendance summary.
☐ View my events - View the events the current user is registered to.
☐ View user profiles reports - View user profiles reports. Tag, untag and export results into different formats.
☐ View users reports - View users reports. Tag, untag and export results into different formats.
☐ View who's in - View who's in a location for center attendance.

Actions policy (0 out of 87 actions)

The Actions Policy allows for permissions to be individually checked or unchecked. Users may need part or all of any given category. Best practice is to start with the Features Policy at the top of the policies list and then further refining using the actions below.

☐ General ADD Show ❓
☐ Action item ADD Show ❓
☐ Action item pack ADD Show ❓
☐ Action item type ADD Show ❓
☐ Action plan ADD Show ❓
☐ Ad-hoc queries ADD Show ❓
☐ Ad-hoc reports ADD Show ❓
☐ Appointment ADD Show ❓
☐ Attendance restriction ADD Show ❓
☐ Audit ADD Show ❓
☐ Beacon ADD Show ❓
☐ Campus community ADD Show ❓
☐ Center attendance log ADD Show ❓
☐ Center attendance log comment ADD Show ❓
☐ Center attendance swipe ADD Show ❓
☐ Class attendance log ADD Show ❓
☐ Class attendance session ADD Show ❓
☐ Class attendance swipe ADD Show ❓
☐ Client ADD Show ❓
☐ College department ADD Show ❓
☐ Complex categories ADD Show ❓
☐ Computer lab ADD Show ❓
☐ Course ADD Show ❓
☐ Course registration ADD Show ❓
☐ Dead-end recording ADD Show ❓
☐ Easy login ADD Show ❓
☐ Holiday ADD Show ❓
☐ License ADD Show ❓
☐ Location ADD Show ❓
☐ Media item ADD Show ❓
☐ Media type ADD Show ❓
☐ Memorized report ADD Show ❓
☐ Notification ADD Show ❓
☐ Notification topic ADD Show ❓
☐ Qr labels ADD Show ❓
☐ Quick panel ADD Show ❓
☐ Ratings ADD Show ❓
☐ Report ADD Show ❓
☐ Risk modeling ADD Show ❓
☐ Rules and triggers ADD Show ❓
☐ Schedule ADD Show ❓
☐ Scheduled report ADD Show ❓
☐ Security ADD Show ❓
☐ Semester ADD Show ❓
☐ Seminar ADD Show ❓
☐ Seminar registration ADD Show ❓
☐ Service ADD Show ❓
☐ Service availability ADD Show ❓
☐ Setting ADD Show ❓
☐ Sign-in station ADD Show ❓
☐ Single sign-on ADD Show ❓
☐ Staff availability ADD Show ❓
☐ Tag ADD Show ❓
☐ Template (badge and certificates) ADD Show ❓
☐ Translation ADD Show ❓
☐ User ADD Show ❓
☐ User group ADD Show ❓
☐ User profile ADD Show ❓
☐ Waiting line ADD Show ❓
☐ Waiting line remote access ADD Show ❓

Save   Cancel

General Information

- **Title** - Please type-in a unique name for the **Title**.

- **Description** - Please type-in a Description, this is optional.

Roles it has access to

- **Users with this role can view users of any role** - Please enable this option if Users with this role can view users of any role.

- **Access to view roles** - Please select which roles will have view access, you can select many roles.

- **Users with this role can edit users of any role** - Please enable this to allow Users with this role can edit users of any role

- **Access to edit roles** - Please select which roles will have edit access, you can select many roles.

Features policy

- **Assign action item packs** - Assign existing action packs and items to users.

- **Assign action items** - Assign existing action items.

- **Check-in/out media items** - Check-in and check-out media items.

- **Export data** - Export data from the system.

- **Import data** - Import data to the system.

- **Join community** - Join the online community.

- **Manage action item packs** - Create, edit and delete action packs.

- **Manage action item types** - Create, edit and delete action item types.

- **Manage action items** - Create, edit and delete action items.

- **Manage action plans** - Create, update, delete and assign action plans.

- **Manage appointments** - Schedule, cancel, void, and restore appointments. Go to Settings > User Roles > Role Mappings and customize appointments' security.

- **Manage attendance restrictions** - Restrict attendees from selecting services, staff members and locations when signing-in, making appointments and in the compass.

- **Manage badges and certificates** - Design, generate and send by e-mail badges and certificates.

- **Manage center attendance** - Create, edit, and delete center attendance swipes and logs.

- **Manage class attendance** - Create, edit, and delete class attendance swipes and logs.

- **Manage client applications** - View, edit and send messages to client applications.

- **Manage community invitations** - Invite users to use join the online community.

- **Manage compass** - Create, edit and delete compass categories. Configure compass settings.

- **Manage computer labs** - Create, edit and delete computer labs.

- **Manage dead-end recordings** - Create, edit and delete dead-end recordings.

- **Manage departments** - Create, edit and delete departments.

- **Manage event registration** - Register and unregister users to events.

- **Manage event sessions registration** - Register and unregister users to event sessions.

- **Manage events** - Create, edit and delete events.

- **Manage locations** - Create, edit and delete locations.

- **Manage media** - Create, edit, check-in, check-out and delete media items. Create, edit and delete media types.

- **Manage my availability as staff member** - Manage my schedules and availability as staff member.

- **Manage my registrations to event sessions** - Allow the current user to register and unregister to and from event sessions.

- **Manage notifications** - View and delete all users' notifications them and create, edit and delete notification topics.

- **Manage quick panels** - Create, edit and delete home page quick panels.

- **Manage rules** - Create, edit and delete rules. Define actions to take when certain event occurs based on specified conditions.

- **Manage seminars** - Create, edit and delete seminars.

- **Manage service availability** - Enable and disable services on specified locations.

- **Manage services** - Create, edit and delete services.

- **Manage settings** - Change system settings.

- **Manage sign-in stations** - Create, edit, install and delete sign-in stations.

- **Manage staff members' availability** - Manage staff members' schedules and availability.

- **Manage tags** - Create, edit, assign, unassign and delete tags.

- **Manage terms** - Create, edit and delete terms and holidays.

- **Manage translations** - Translate and change phrases and terminology system wide.

- **Manage user extended profiles** - Create, edit and delete extended user profiles.

- **Manage user groups** - Create, edit and delete user groups. Tag (or untag) user groups' members.

- **Manage user roles** - Create, edit and delete user roles and their mappings.

- **Manage users** - Create, edit, delete users and reset their passwords.

- **Manage "waiting lines"** - Create, edit and delete "waiting lines". Remove and sign users in

from a line.

- **Moderate comments and ratings** - Set options for ratings. Moderate pending or flagged reviews and comments.

- **Print QR labels** - Print QR labels for users.

- **Renew software license** - Contact Engineerica to renew a software license.

- **Schedule appointments** - Schedule appointments. Go to Settings > User Roles > Role Mappings and customize appointments' security.

- **View Walk-In Times** - View staff members' schedules available for walk-ins.

- **View action plans reports** - View action plans reports. Tag, untag, and export results in different formats.

- **View appointments reports** - View appointments reports. Tag, untag, and export results in different formats.

- **View audits** - View users' activity in the system.

- **View center visits reports** - View center visits reports. Tag, untag, and export results in different formats.

- **View compass** - View campus compass.

- **View media reports** - View media reports. Tag, untag, and export results in different formats.

- **View my class attendance** - Allow the current user to see his class attendance summary.

- **View my events** - View the events the current user is registered to.

- **View user profiles reports** - View user profiles reports. Tag, untag, and export results in different formats.

- **View users reports** - View users reports. Tag, untag, and export results in different formats.

- **View who's in** - View who's in a location for center attendance.

Actions policy

The Actions Policy allows for permissions to be individually checked or unchecked. Users may need part or all of any given category. Best practice is to start with the Features Policy at the top of the policies list and then further refining using the Actions.
In this list of "Action Policies" there are general topics and sub-topics, enabling the general topic enables all sub-topics contained within, disabling the general topic disables all sub-topics contained within, click on the general topics "Show" button to show the subtopics.

- **General** - Enable this option to allow Exporting and Importing data.
  - **Export AccuCampus data** - Enable this option to allow to Export data in the system.
  - **Import data into AccuCampus** - Enable this option to allow to Import data in the system.

- **Action item**
  - **Delete an action item**
  - **Save an action item**

- View all the action items
- View an action item

- **Action item pack**
  - **Assign an action item pack to a user**
  - **Delete an action item pack**
  - **Save an action item pack**
  - **View all the action item packs**
  - **View an action item pack**

- **Action item type**
  - **Delete an action item type**
  - **Save an action item type**
  - **View all the action item types**
  - **View an action item type**

- **Action plan**
  - **Bulk complete action items** - This option refers to allow to complete several action items at once.
  - **Delete an action plan**
  - **Save an action plan**
  - **Update an action plan**
  - **View all the action plans**
  - **View an action plan**
  - **View the history of an action plan**

- **Ad-hoc queries**
  - **Check the status of an ad hoc query execution**
  - **Create or edit an ad hoc query**
  - **Delete an ad hoc query**
  - **Execute an ad hoc query**
  - **Stops the execution of an ad hoc query**
  - **View a list of ad hoc queries executions**
  - **View a list of saved ad hoc queries**
  - **View details of an ad hoc query**
  - **View the database schema for making ad hoc queries**

- **Ad-hoc reports**
  - **Request access to the ad-hoc reports**

- **Appointment**
  - **Cancel an appointment**
  - **Edit an appointment even if it breaks activated rules**
  - **Edit the no-show status of an appointment**
  - **Find locations where a service is available**
  - **Finds all staff available slots filtered by service, date, etc**
  - **Finds available slots filtered by service, date, staff, etc**
  - **Finds staff available by service, date, event, etc**
  - **Restore an appointment**
  - **Restore an appointment even if it breaks activated rules**
  - **Schedule an appointment**
  - **Schedule an appointment even if it breaks activated rules**
  - **Search and view details of all my upcoming appointments**

- ◦ **Search and view details of an appointment**
- ◦ **View a list of appointments**
- ◦ **View the locations with most appointments**
- ◦ **View the services with most appointments**
- ◦ **Void an appointment**

- **Attendance restriction**
  - ◦ **Create or edit an attendance restriction**
  - ◦ **Delete an attendance restriction**
  - ◦ **View a list of attendance restrictions**
  - ◦ **View details of an attendance restriction**

- **Audit**
  - ◦ **View a list of users action logs**

- **Beacon**
  - ◦ **Create or edit a beacon profile**
  - ◦ **Delete a beacon profile**
  - ◦ **Disable beacon support account wide**
  - ◦ **Generate or reset the identifier for the account's beacon region**
  - ◦ **Set the identifier for the account's beacon region (for sign-in stations)**
  - ◦ **View a list of beacon profiles**
  - ◦ **View a list of beacon profiles with their characteristics**
  - ◦ **View details of a beacon profile**

- **Campus community**
  - ◦ **Sends an invitation for myself to AccuCampus Communities**
  - ◦ **Sends an invitation to everyone to AccuCampus Communities**

- **Center attendance log**
  - ◦ **Create or edit a center attendance log**
  - ◦ **Delete a center attendance log**
  - ◦ **Search and view details of a center attendance log**
  - ◦ **Search and view details of a center attendance log's swipe history**
  - ◦ **Sign out a center attendance log**
  - ◦ **View a list of center attendance logs**
  - ◦ **View who's in a center**

- **Center attendance log comment**
  - ◦ **Delete a comment on an attendance log**
  - ◦ **Save a comment on an attendance log**

- **Center attendance swipe**
  - ◦ **Delete a swipe**
  - ◦ **Save a swipe, and if possible, save the related attendance log**
  - ◦ **View a swipe**
  - ◦ **View all the swipes**

- **Class attendance log**
  - ◦ **Add a note to a class attendance log**
  - ◦ **Save a class attendance log**
  - ◦ **Save a class attendance log swipe**
  - ◦ **View a class attendance log**

- **View all the class attendance logs of the specified session**
- **View my attendance summary**
- **View the attendance information of a class session**
- **View the attendance summary for a class and/or a student**
- **View the class session attendance information for a specific student**

- **Class attendance session**
  - **Bulk update class sessions**
  - **View details of a class attendance session**

- **Class attendance swipe**
  - **Creates a new swipe, and if possible, creates the attendance log**
  - **Delete a session swipe**
  - **Resolve a swipe and create the corresponding attendance log**
  - **View a class attendance swipe**
  - **View all the unresolved swipes**

- **Client**
  - **Save a client device**
  - **Send a message to a client device**
  - **View a client device**
  - **View all the client's devices**

- **College department**
  - **Delete a college department**
  - **Save a college department**
  - **View a college department**
  - **View all the college departments**

- **Compass categories**
  - **Create or edit a compass category**
  - **Delete a compass category**
  - **View a list of compass categories**
  - **View details of a compass category**

- **Computer lab**
  - **Create or edit a computer**
  - **Delete a computer**
  - **Saves the settings for a computer lab**
  - **Search and view details of a computer**
  - **View a list of computers**
  - **View a list of sign-in stations available for computer labs.**
  - **View a list of the locations that use the Computer Lab add-on**

- **Course**
  - **Delete a course**
  - **Edit a course's sessions according to their schedule**
  - **Save a course**
  - **View a course**
  - **View a list of courses by date**
  - **View all the courses**
  - **View all the courses I am registered to**

- **Course registration**

- ○ **Lists the course group registrations of a user**
- ○ **Lists the registrations for a course group**
- ○ **Register a user to a course for attendance**
- ○ **Register a user to an course group**
- ○ **Register a user to assist with all courses**
- ○ **Register current user to a course**
- ○ **Register current user to a course group**
- ○ **Register current user to all courses**
- ○ **Remove a user from a course**
- ○ **Remove a user from a course group**
- ○ **Remove a user from the registration to all courses**
- ○ **Remove current user from a course group**
- ○ **Remove current user from the registration to all courses**
- ○ **Search and view details of all current user registrations to course groups**
- ○ **Unregister current user from a course**
- ○ **View course registration**
- ○ **View course registration by user**
- ○ **View the users that are registered to all courses**

- • **Dead end recording**
  - ○ **Deletes a dead-end record group**
  - ○ **Lists the comments for a specific dead end**
  - ○ **Lists the recorded dead ends, if enabled**

- • **Easy login**
  - ○ **Adds background image for the login**

- • **Holiday**
  - ○ **Save a list of holidays**
  - ○ **View all the entered holidays**
  - ○ **View the holiday suggestions in the given term**

- • **License**

- • **Contact Engineerica in order to renew the AccuCampus subscription**

- • **Location**
  - ○ **Delete a location**
  - ○ **Save a location**
  - ○ **View a location**
  - ○ **View all the locations**

- • **Media item**
  - ○ **Check in media item**
  - ○ **Check out media item**
  - ○ **Create or edit a media item**
  - ○ **Delete a media checkout log**
  - ○ **Delete a media item**
  - ○ **Search and view details of a media item**
  - ○ **Search media item by unique code**
  - ○ **View a list of media items**
  - ○ **View a list of past media checkouts**

- View details of a media checkout log
- View details of a media item checkout information

- **Media type**
  - Create or edit a media type
  - Delete a media type
  - Search and view details of a media type
  - View a list of media types

- **Memorized report**
  - Create or edit a memorized report
  - Delete memorized report
  - View a list of all his memorized reports
  - View details of a memorized report

- **Notification**
  - Delete a notification
  - Send notifications on screen, via email or text to users
  - View a list of all sent notifications

- **Notification topic**
  - Create or edit a notification topic
  - Delete a notification topic
  - List all the notification topics
  - Search and view details of a notification topic

- **Qr labels**
  - Print QR labels

- **Quick panel**
  - Deletes a widget from the Quick Panel
  - Lists all the widgets that are added in the Quick Panel
  - Saves a widget for the Quick Panel
  - View details of a widget included in the Quick Panel

- **Ratings**
  - Allows the user to accept or reject a comment
  - Shows a list of the ratings and comments that are pending for moderation

- **Report**
  - Permissions by user report
  - Queries and loads a report in the background and assigns (or unassigns) the specified tags to (from) the resulting users.
  - Queries and loads the specified report, in background.
  - Query and load a specified report
  - Query and load an attendance analytics report
  - Query and load weekly attendee time distribution report
  - Query and load weekly staff member availability for appointments report
  - View all the available reports

- **Risk modeling**
  - Check the status of the analysis of a specified risk assessment model
  - Create or edit a risk assessment model
  - Delete a risk assessment model

- ○ **Predict risk based on an assessment model**
- ○ **Process a risk assessment model**
- ○ **Refresh the information used in a risk assessment model**
- ○ **View a list of risk assessment models**
- ○ **View all default term precedences**
- ○ **View details of a risk assessment model**
- ○ **View the risk score for a specific user**

- **Role-resource-quiz**
- **View all quizzes**

- **Role-resource-quizcategory**
- **Delete a quiz category**

- **Role-resource-samlsettings**
    - ○ **Get SAML settings for the current account**
    - ○ **Save SAML settings for the current account**

- **Role-resource-scheduleintegration 0/1**
    - ○ **Clear all third party IDs from specified staff member's schedule items.**

- **Role-resource-survey 0/4**
    - ○ **Create or edit survey**
    - ○ **Delete a survey**
    - ○ **View a specific survey.**
    - ○ **View the list**

- **Role-resource-virtualsignin 0/4**
    - ○ **Delete a virtual sign-in link.**
    - ○ **Save virtual sign-in link.**
    - ○ **View a virtual sign-in link.**
    - ○ **View the list of virtual sign-in links for a particular sign-in station**

- **Rules and triggers**
    - ○ **Delete a rule**
    - ○ **Save a rule**
    - ○ **View a rule**
    - ○ **View a rule event type**
    - ○ **View all the http requests sent as a result of a rule**
    - ○ **View all the rule actions available**
    - ○ **View all the rule event types**
    - ○ **View all the user rules**

- **Schedule**
    - ○ **Create or edit a block in current user's schedule**
    - ○ **Create or edit a schedule slot**
    - ○ **Delete a schedule slot**
    - ○ **Delete a specific block from a user's own schedule**
    - ○ **Enable or disable current user's schedule**
    - ○ **Enable or disable the schedule for a specific person**
    - ○ **Search and view details of a specific schedule slot**
    - ○ **Search available schedule slots by service, event, date**
    - ○ **Search available schedule slots by service, event, date, and/or staff**

- Search available staff members slots by service, event, and/or date
- View a list of schedule information of a specified person
- View current user's schedule information
- View details of a specific schedule block, for current user

- **Scheduled report**
  - Create or edit a report schedule
  - Delete a report schedule
  - Get a report schedule
  - View a list of the scheduled reports

- **Security**
  - Delete a role
  - Delete a role mapping
  - Save a role
  - Saves a role mapping
  - Upgrade a user to another role (requires permission to edit those roles)
  - View a role
  - View all the role templates

- **Semester**
  - Create and edit semesters
  - Delete a semester
  - View a semester
  - View all semesters

- **Seminar**
  - Create or edit a event
  - Delete an event
  - Search and view details of a event
  - View a list of events

- **Seminar registration**
  - Get the settings for session registration
  - List the sessions available for a specific event
  - Lists the registrations for a specific session
  - Lists the registrations for a specific user
  - Register current user to an event session
  - Register users for events
  - Removes a user from an event session
  - Save the settings for an event's session registration
  - Unregister current user from an event session
  - View a list of upcoming event sessions
  - View a list of upcoming sessions of a particular event

- **Service**
  - Delete a service
  - Save a service
  - View a service
  - View all the services

- **Service availability**
  - Enable a service in a specific location
  - Remove a service from a location

- ○ **View all the locations where a service is available**
- ○ **View all the services enabled for a specific location**

- **Setting**
  - ○ **Add a logo to the account**
  - ○ **Save settings for the account or the specified scope**
  - ○ **View general settings for the account**

- **Sign-in station**
  - ○ **Delete a sign-in station**
  - ○ **Save a class attendance sign-in station for myself**
  - ○ **Save a sign-in station**
  - ○ **View a sign-in station**
  - ○ **View all the sign-in stations**
  - ○ **View the sign-in station settings of a specified location**

- **Single sign-on**
  - ○ **Edit single sign-on settings.**
  - ○ **Generate/reset single sign-on access key.**
  - ○ **View single sign-on settings.**

- **Staff availability**
  - ○ **Associate a user to a service**
  - ○ **Associate a user to all services**
  - ○ **Associate current user to a service**
  - ○ **Associate current user to all services**
  - ○ **Change current user's availability type**
  - ○ **Make a staff member available for a specific availability type**
  - ○ **Remove a user from a service**
  - ○ **Remove current user from a service**
  - ○ **Remove current user from all services**
  - ○ **Removes a staff member from the registration to all services**
  - ○ **View all the services that a user is registered to**
  - ○ **View all the users that are registered to a specific service**
  - ○ **View the services the current user is available for**

- **Tag**
  - ○ **Create or edit a tag**
  - ○ **Delete a tag**
  - ○ **Search for tags in the account**
  - ○ **View a list of entities that can be tagged**
  - ○ **View a list of tags**
  - ○ **View details of a specified tag**

- **Template (badge and certificate)**
  - ○ **Add an image to a template**
  - ○ **Delete a template**
  - ○ **Generate specified templates**
  - ○ **Save a template**
  - ○ **Save the layout of a template**
  - ○ **Send generated templates by email**
  - ○ **View a template**

- View all the defined templates
- View all the templates' data sources
- View generated templates

- **Translation**
  - Edit a translation

- **User**
  - Change user's own password
  - Delete a user
  - Finds similar users to prevent duplicates
  - Move data between users
  - Save a user
  - Search user by card number
  - Send email to the specified user(s) to set/change their passwords
  - Upload a photo for a specific user
  - View a user
  - View all the users

- **User group**
  - Add a user to a group
  - Assign tags to the members of a specified group
  - Delete a group
  - Refresh the dynamic group
  - Remove a user from a group
  - Save a group
  - Unassign tags from the members of a specified group
  - View a user group
  - View all the user groups
  - View the groups which a user is registered to
  - View the members of a user group

- **User profile**
  - Delete a user profile
  - Gets the list of all the available user questions
  - Gets the statistics of a user group
  - Save the list of user-profiles
  - Saves the profile for a specific (or current) user. Additional security applies on a per questionnaire basis.
  - Shows the profile for a specific (or current) user, based on each profile questionnaire questions.
  - View specific user profiles
  - View the list of user-profiles

- **Waiting line**
  - Create or edit a waiting line
  - Delete a waiting line
  - Remove a user from a waiting line
  - Sign a user in from a waiting line
  - View a list of waiting lines
  - View details of a waiting line

Role Mappings

- **Users that visit locations, attend courses and/or classes**- Please select from the list, you can select as many roles as needed.

- **Users that can be registered as professor/instructor in a class**- Please select from the list, you can select as many roles as needed.

- **Users available as staff**- Please select from the list, you can select as many roles as needed.

- **Users that attend to appointments**- Please select from the list, you can select as many roles as needed.

- **Staff available for appointments**- Please select from the list, you can select as many roles as needed.

- **Appointments administrators**- Please select from the list, you can select as many roles as

needed.

Permission Assessment

Please select an item in the list to see the permissions:

-If you would like to see the permissions for a specific User please click on User, select the User from the dropdown list below and click "Show Permissions" as shown:

-If you would like to see the permissions for a specific Role please click on Role, select the Role from the dropdown list below and click "Show Permissions" as shown:

Permission Assessment

Go Back

View Effective Permissions

View permissions based on: **1** &User | Role | Permission | Scope

Filters

Role **2** Staff member ∨

3 Show Permissions

Allowed Actions	Denied Actions
116 permissions allowed.	343 permissions denied.
Type to filter...	Type to filter...

Allowed Actions:
- View a list of users
- Search and view details of a user
- Search and view details of a location
- View a list of locations
- Search and view details of a term
- Search and view details of all terms
- Search and view details of a course
- Search and view details of a user group
- View a list of user groups
- Search and view details of a service
- View a list of services
- View a list of services enabled for a specific location
- View a list of locations where a service is available
- Search for tags in the account
- Delete an attendance log
- Search and view details of an attendance log
- View a list of attendance logs
- Gets the attendance logs of the current user
- Create or edit an attendance log
- View who's in a location
- Sign out an attendance log
- Search and view details of an attendance log's swipe history
- Search and view details of a swipe
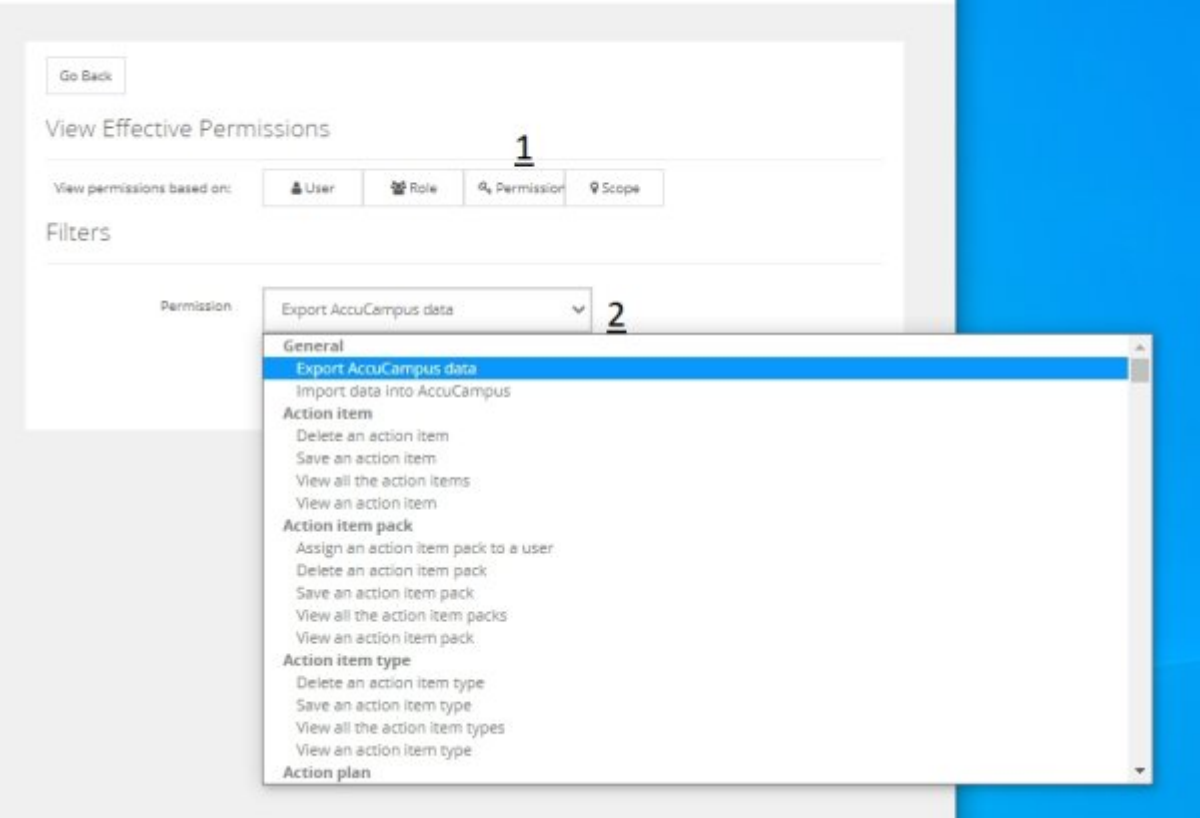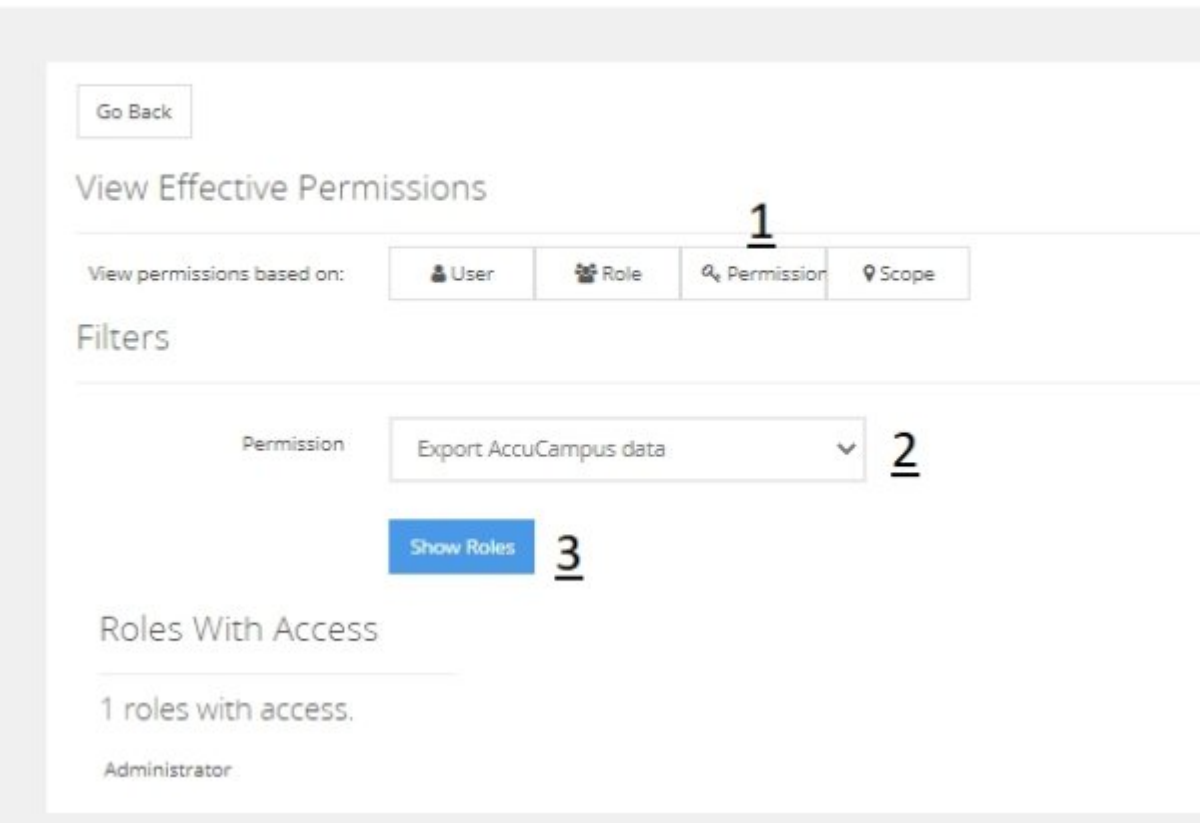
Denied Actions:
- Lists the available features.
- Search
- Get the information of the entities that can be searched
- Gets the current time zone's iana name
- Generates a dynamic image from text
- Gets an image of a QR token
- Gets the phone number of the current user
- Sends an SMS with the link to the app
- Generate/reset single sign on access key.
- Edit single sign-on settings.
- View single sign on settings.
- Contact Engineerica in order to renew the AccuCampus subscription
- Accept the license agreement
- Check if license agreement has been accepted
- Gets the list of actions the user can execute.
- Gets the logged in user information.
- Updates logged user's profile information
- Gets the logged in user account.
- Search user by card number
- Create or edit a user
- Delete a user
- Change user's own password
- Send email to the specified user(s) to set/change

-If you would like to see which Role has permission to a particular action in AccuCampus please click on Permissions, select the Action from the dropdown list below and click "Show Roles"

Permission Assessment

Go Back

View Effective Permissions

<u>1</u>

View permissions based on: 👤 User   👥 Role   🔍 Permission   📍 Scope

Filters

Permission   Export AccuCampus data   ⌄   <u>2</u>

General
   Export AccuCampus data
   Import data into AccuCampus
Action item
   Delete an action item
   Save an action item
   View all the action items
   View an action item
Action item pack
   Assign an action item pack to a user
   Delete an action item pack
   Save an action item pack
   View all the action item packs
   View an action item pack
Action item type
   Delete an action item type
   Save an action item type
   View all the action item types
   View an action item type
Action plan

Permission Assessment

Go Back

View Effective Permissions

<u>1</u>

View permissions based on: 👤 User   👥 Role   🔍 Permission   📍 Scope

Filters

Permission   Export AccuCampus data   ⌄   <u>2</u>

Show Roles   <u>3</u>

Roles With Access

1 roles with access.

Administrator

-If you would like to see the permissions for a particular location and/or Role please click on Scope, select a particular scope from the dropdown list below, select a particular Role from the list and click Show Users as shown:

Permission Assessment

Go Back

View Effective Permissions

| View permissions based on: | 👤 User | 👥 Role | 🔍 Permission | 📍 Scope |

Filters

Scope   [Type to search...   🔍]
Leave empty to see non-scoped users.

Role   [(All Roles)   ⌄]

[Show Users]

Permissions Table

permissions_table.pdf

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