Black Walnut User Permissions

- ❖ **New users** can be created in the database by System Administrators
- ❖ The **information required** for each new user is: First Name, Last Name, and Email
- ❖ Usership is designed for all levels of campus

- ❖ **User Levels from lowest to highest:**
  Default - View All - Manage All
  Custom - System Administrator

- ❖ The **default permission** allows users to view what software is in use but no financial information

Default Permissions

- ❖ Users can access the database to see what software is in use and who's using it
- ❖ Can not see any financial information or custom data points
- ❖ Can not edit or create new records

View All

- ❖ Can *see all financial information* and custom data points for every record
- ❖ Can not edit or create new records by default
- ❖ Can give users the ability to edit records for specific departments

Manage All

- ❖ Can see all financial information and custom data points for every record
- ❖ Can **edit all records and create new records**

Custom Permissions

- ❖ Custom permissions exist to fill all middle ground between default and manage all
- ❖ Users can be granted permissions to **manage singular or multiple departments**
  - This is includes viewing financial data, editing records, adding new records
- ❖ Users can be granted permissions to view financial and custom data points for singular or multiple departments

System Administrator

- ❖ System Administrators have **Manage All Permissions +**
- ❖ Create, delete, and edit user permissions
- ❖ Create and delete departments
- ❖ Set Custom Fields for data entry
- ❖ Can Export data in a CSV file