

Appendix: User Permissions

The AT provides the means to assign a user to one of five classes or groups of users. The groups represent an expanding sequence of functionality and access. For example, Class 5 represents access to all the functionality and information present in the programs, while Class 1 represents access to only very basic data entry functions. The access classes are defined in the table below, with each subsequent class inheriting any restrictions from the classes above.

<u>Access Level</u>	<u>Level Title</u>	<u>Read/Write</u>	<u>Read Only</u>	<u>Perform Function</u>	<u>Not Viewable</u>
Class 5	Superuser	<ul style="list-style-type: none"> • All for all repositories using a single implementation 	<ul style="list-style-type: none"> • All for all repositories 	<ul style="list-style-type: none"> • All functions 	
Class 4	Repository Manager	For only the records of the repository to which they are assigned: <ul style="list-style-type: none"> • User records • Repository records • Data rules / defaults • Lookup lists • Location records • Accession records • Resource records • Resource component records • Digital object records • Instance records • Name records • Name contact 	<ul style="list-style-type: none"> • All records for a certain identified repository 	For only the records of the repository to which they are assigned: <ul style="list-style-type: none"> • Editing lookup lists • Linking names and subjects to accessions • Linking names and subjects to resource and resource component records • Linking locations to containers • All reports / outputs • Creating / editing users at level 4 or 	<ul style="list-style-type: none"> • Any records (excluding name and subject records) for any other identified repository • Configure application • Date format setting

		records		below	
		<ul style="list-style-type: none"> • Subject records 			
Class 3	Project Manager	<ul style="list-style-type: none"> • Data rules / defaults • Location records • Accession records • Resource records • Resource component records • Digital object records • Instance records • Name records • Name contact records • Subject records 	<ul style="list-style-type: none"> • Repository records • User records 	<ul style="list-style-type: none"> • Linking names and subjects to accessions • Linking names and subjects to resource and resource component records • Linking locations to containers • Editing lookup lists 	<ul style="list-style-type: none"> • Generate repository profile
Class 2	Advanced Data Entry Staff	<ul style="list-style-type: none"> • Location records • Accession records • Resource records • Resource component records • Digital object records • Instance records • Name records • Subject records 		<ul style="list-style-type: none"> • Linking names and subjects to resource and resource component records • Editing lookup lists • Linking locations to containers 	<ul style="list-style-type: none"> • Name contact records • Data rules / defaults • User records • Repository records

Class 1	Beginning Data Entry Staff	<ul style="list-style-type: none"> • Resource records • Resource component records 	<ul style="list-style-type: none"> • Accession records • Digital object records • Name records • Subject records 	<ul style="list-style-type: none"> • Linking names and subjects to resource and resource component records 	