

# Security Levels – Security Privileges

Updated 4/10/2007

Security Privilege	Remove
Read	✗
Archive	✗
New	✗
Edit	✗
Finalize	✗
Delete	✗
Comment	✗
Delete Finalized	✗
Access EMIS	✗
District Transfer	✗
Admin Form Unlock	✗

<b>Read</b>	Ability to view “current” finalized forms – View Form Icon within the View Forms screen, Finalized Set Type “District Required Sets” and “Non-District Sets”
<b>Archive</b>	Ability to view “archived” finalized forms – View Form Icon within the View Forms screen, Finalized Set Type “Archived Form Sets”
<b>New</b>	Ability to create a proposed document – Create New Icon
<b>Edit</b>	Ability to view/modify a proposed document – Edit Icon
<b>Finalize</b>	Ability to finalize forms. Given this ability in any Form Type will allow user to finalize all form types.
<b>Delete</b>	Ability to delete a proposed document – Delete Form button on open form.
<b>Comment</b>	Ability to view/add comments regarding a student’s form. These comments do not display/print on the form – Comment Icon
<b>Delete Finalized</b>	Ability to delete a finalized form or set – Delete Form Icon (trashcan) within the View Forms screen
<b>Access EMIS</b>	Ability modify data on EMIS Data Collection form and generate EMIS Extract records – EMIS Tools Icon
<b>District Transfer</b>	Ability to send and receive finalized forms between districts – District Transfer Icon
<b>Admin Form Unlock</b>	Ability to unlock any form locked by another user – Unlock Icon on Select Page to View screen

### Default Security Level Settings:

Security Privilege	Level 100	Level 200	Level 300	Level 400	Level 450	Level 500	Level 600
Read	✓	✓	✓	✓			
Archive	✓	✓	✓	✓			
New			✓	✓			
Edit			✓	✓			
Finalize			✓	✓			
Delete				✓			
Comment		✓	✓	✓			
Delete Finalized							
Access EMIS						✓	
District Transfer							✓
Admin Form Unlock					✓		