

Security Keys

Release Bulletin

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NEW SECURITY KEYS FOR MULTIPLE SENIOR SYSTEMS APPLICATIONS

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NEW SECURITY KEYS FOR MULTIPLE SENIOR SYSTEMS APPLICATIONS

Overview

There are new security keys available that provide greater access control for windows, tabs, group boxes, and fields in the **Accounts Receivable, Alumni/Development, Campus Store, Dean's Office, Placement, Registrar, Scheduling, and Summer School** applications.

Within these applications, the **Student Maintenance, Constituent Maintenance, and Faculty Maintenance** windows are primarily affected.

How the New Security Keys Work

Before release 91_3, the only way to grant a user read-only access to a student record, was to grant access to the **View** menu (i.e. **Constituent View, Student View, etc.**). There was no way to grant read-only access to **Faculty Maintenance**.

From a **View** menu, a user could see a record, but not alter it. This was sufficient for users with read-only access, but not for those with some read-write access. From the **Maintenance** window, a user with read-write access could edit data, but had to open the **View** menu to see additional data that they did not have read-write access to.

Using the new security keys provided in this release, now you can grant a user read-write access to a specific area of a tab, and read only access to all other areas all within the **Maintenance** window.

Provide Access to Menu Items and Tabs

The security configuration for managing access to menus and tabs remains the same as before. In order to restrict a user from a menu or tab, you remove the security key for the menu or tab from the user's security grants.

For example, in figure 1, users have been assigned limited access to the **Registrar** application. This indicates that user can access **Registrar**, but only the **Maintenance** menu and only the **Student Maintenance** portion of this menu, as opposed to all of the sub-menus under the **Maintenance** menu.

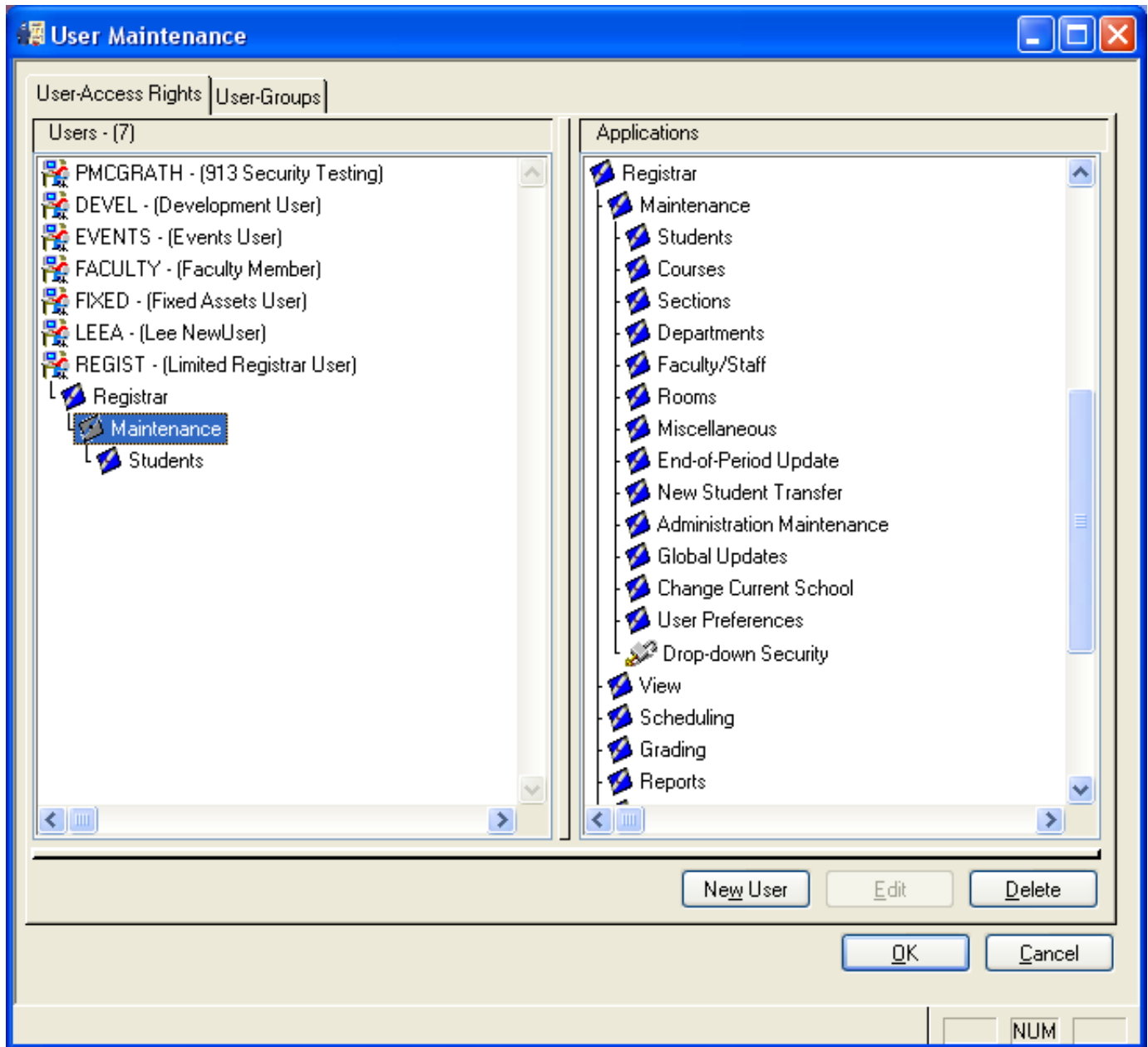


FIGURE 1. User Maintenance, User-Access Rights

All items that the user does not have access to appear grayed out on the menu bar (figure 2) and on the drop-down **Maintenance** menu.



FIGURE 2. Registrar Menu Bar

Alternatively, to grant a user access to all **Student Maintenance** tabs, assign all of the security keys shown in figure 3 to the user.

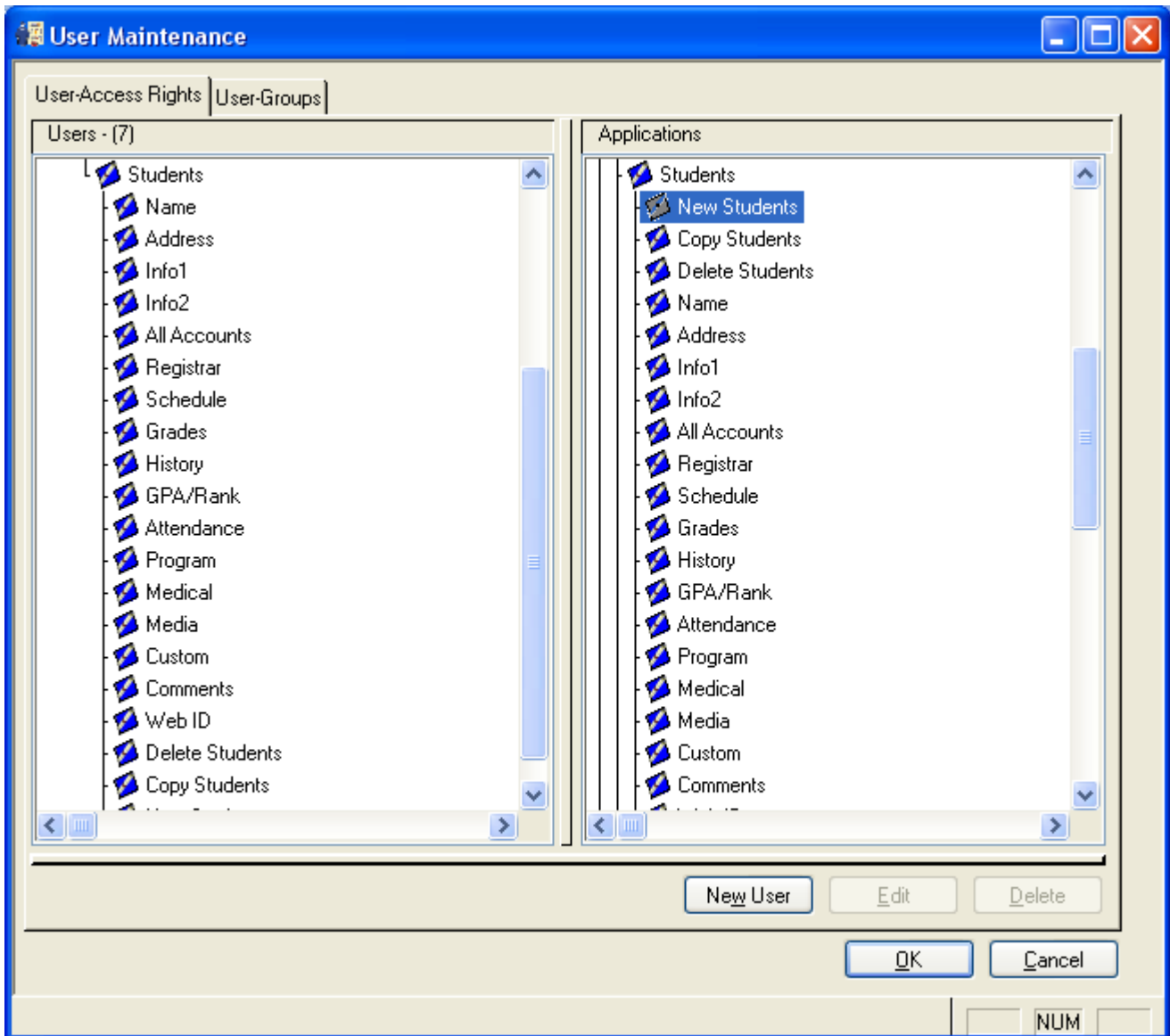


FIGURE 3. User Maintenance, User-Access Rights

Once all of the security keys have been assigned, the user has full access to all of the **Student Maintenance** tabs (figure 4) and can view or edit all of the fields.

The screenshot shows a software window titled "Student Maintenance - (Alex Abbott)". At the top, there is a menu bar with tabs: Name, Address, Info1, Info2, All Accts., Registrar, Schedule, Grades, History, GPA/Rank, Attendance, Program, Medical, Media, Custom, Comments, and Web ID. The "Name / I.D." tab is active, showing fields for First Name (Alex), Middle, Last Name (Abbott), and Suffix. Below these are fields for I.D. (4580), Preferred Name (Alex), and Sort Key (ABBOTT, ALEX). There are buttons for "Full Names" and "Portrait".

The "General Information" tab is also visible, containing fields for School I.D. (Upper School), Student Group (Student), D.O.B. (12-17-1993), Current Grade (9), Repeating (checkbox), A/R Group (Student), Age (15), Type, Enrollment Status (Re-enrolled), SSN, Admiss. Yr. (2006), Mid Year (checkbox), Board/Day (D), Gender (M), Class Yr. (2012), Tel. No. (555-942-2981), Email, Next Yr School (Upper School), Alert, and Next Yr Grade (10). At the bottom of the window are buttons for "Next Year", "OK", "Cancel", "Print", "Delete", and "NUM".

FIGURE 4. Student Maintenance, Name

Restrict Access to a Group Box on a Tab

On a tab, related data fields, also known as group boxes, usually appear under a heading, and are surrounded by a box or set of lines. Group boxes now have their own security keys so you can grant read-only or read-write access specifically for those group boxes, as opposed to the entire tab.

For example, on the **Info1** tab, to restrict a user from putting in a withdrawal or diploma date for a student, but allow them to edit the homeroom teacher, faculty advisor, dorm and locker information, you can delete the *Matriculation* security key from the user's security grants (figure 5).

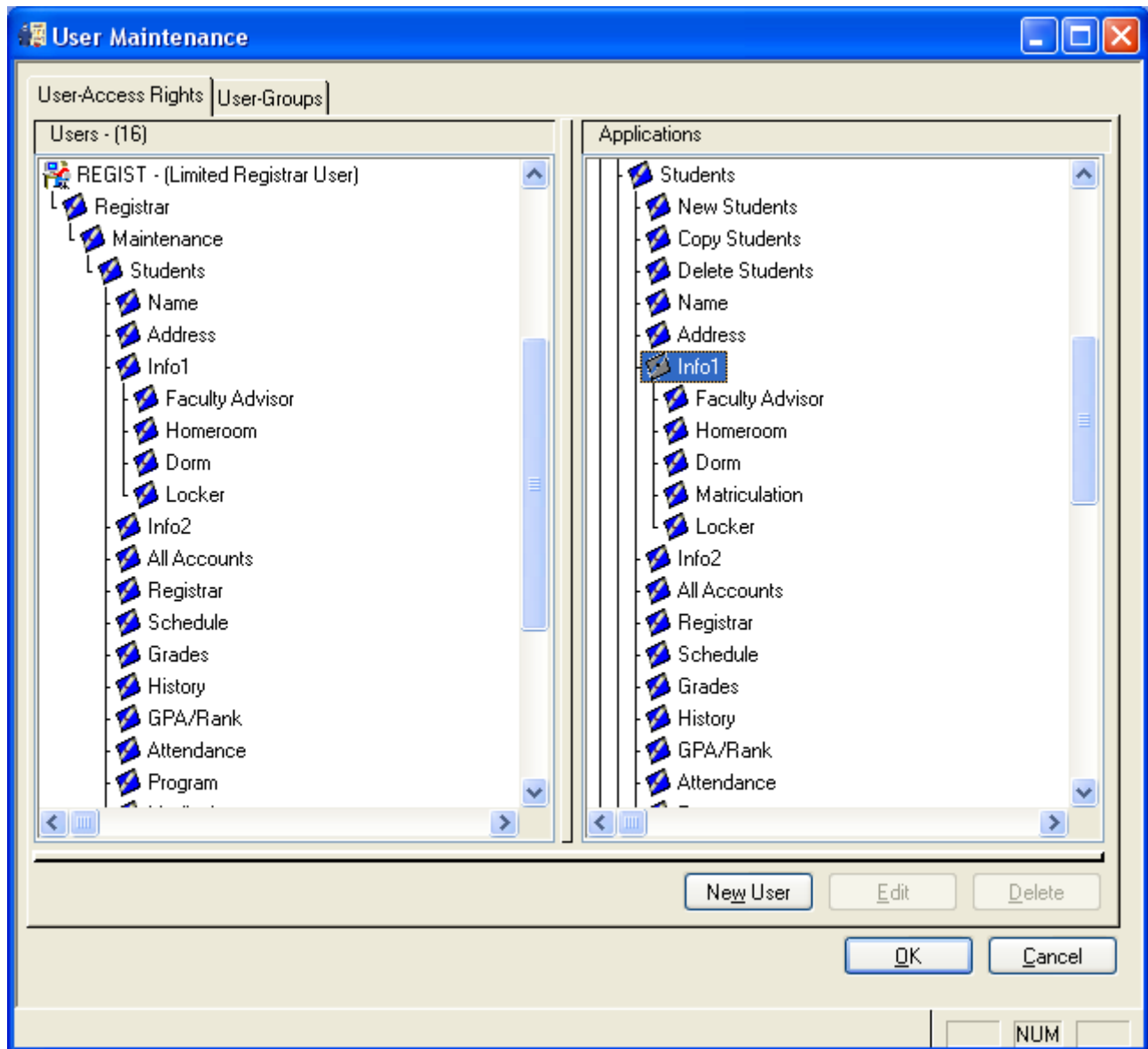


FIGURE 5. Group Maintenance, Group-Access Rights

On the **Student Maintenance, Info1** tab (figure 6), the **Matriculation** group box appears, but cannot be edited. All of the other group boxes on the tab are editable.

Student Maintenance - (Alex Abbott)

Name | Address | Info1 | Info2 | All Accts. | Registrar | Schedule | Grades | History | GPA/Rank | Attendance | Program | Medical | Media | Custom | Comments | Web ID

Faculty Advisor
 I.D. 1772
 Name Mr. Darell Whelan

Homeroom
 Teacher 1117
 Mr. Dirk Walker
 Homeroom 203

Dorm
 I.D.
 Name
 Parent
 Room Roommates
 Tel. No. 555-942-2981 Ext.
 Phone Jack No.

Matriculation
 Grade Entered 7 School Entered Middle School
 Entered Date
 W/D Grade W/D School
 W/D Date Re-Enter Date
 W/D Year W/D Notify Date
 W/D Type
 W/D Reason
 Diploma Date Grad. Type
 College

Locker
 Block IN-DN Number US14
 Lock 76921
 Combination 12-40-12

Next Year OK Cancel Print Delete

NUM

FIGURE 6. Student Maintenance, Info1

Restrict Access to Hidden Fields

There are some data fields that are so sensitive that they should almost always remain hidden.

For example, while it is useful to store a student's social security number, it is not discreet to display this data to every user with read access to a student record. Now, these fields have individual security keys which make them invisible to the users who are not assigned these keys. There is no read-only access to these fields; either a user can view and edit these fields, or not view them at all.

Grant Write Access to a Tab

Some tabs, such as the *Programs* tab, display one type of information and do not contain group boxes. Now, from the **User Maintenance** window (figure 7), you can grant read-only access or assign the *Edit* security key to grant write access to the entire tab.

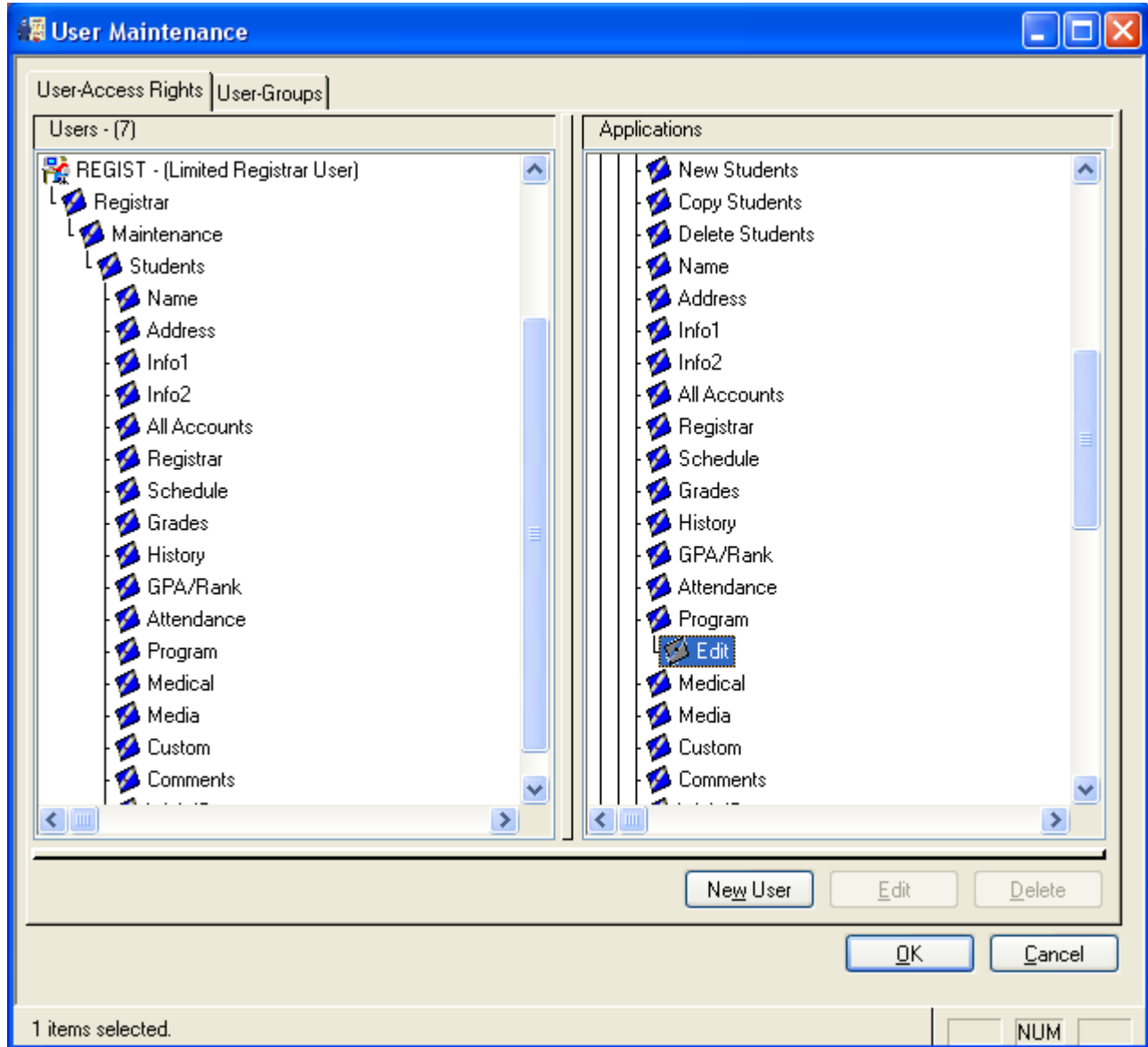


FIGURE 7. User Maintenance, User Access Rights

When the *Edit* security key is assigned, the **New**, **Edit**, and **Delete** buttons appear on the *Program* tab (figure 8).

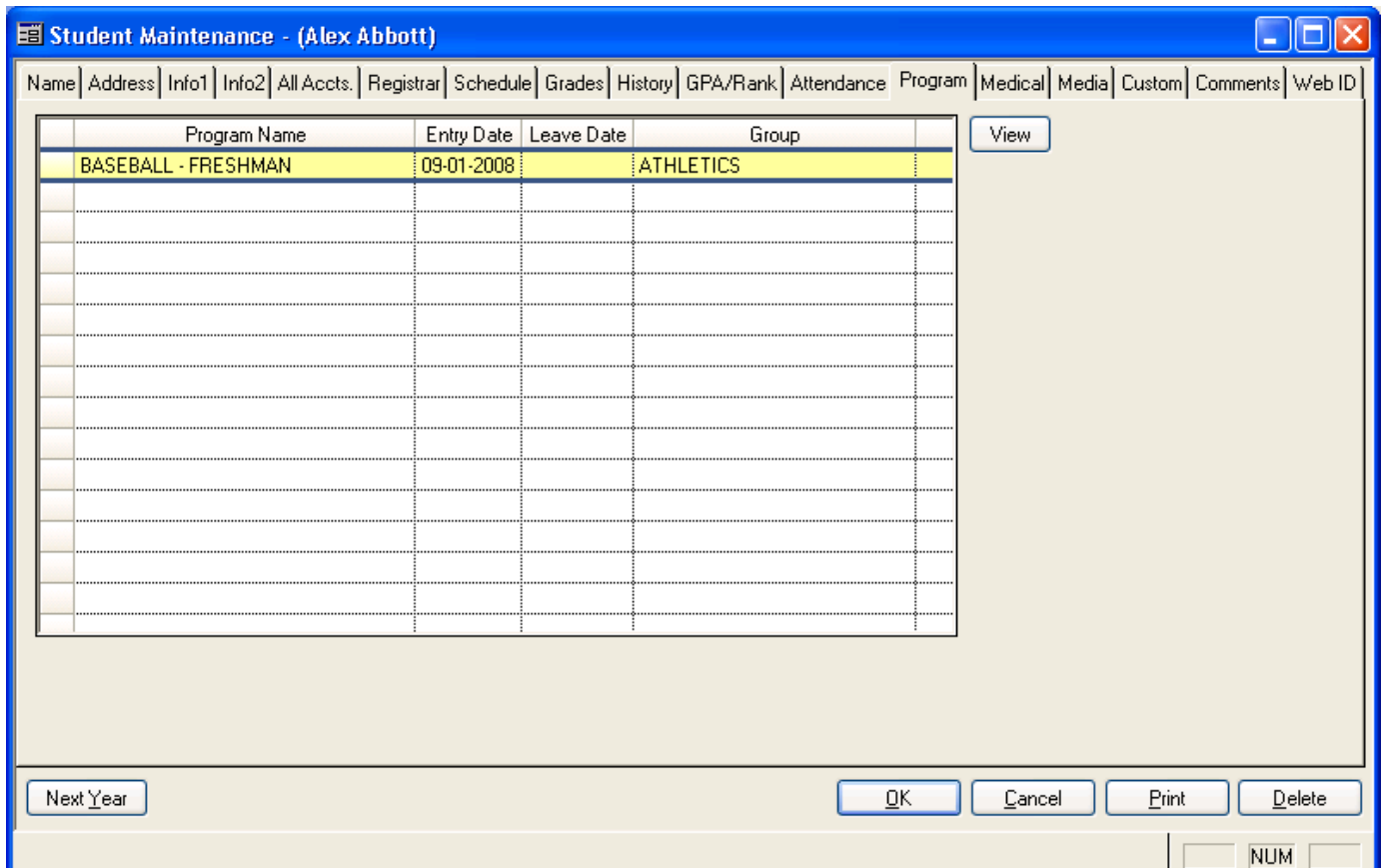


FIGURE 9. Student Maintenance, Program

Manage Student Record Access for the View Menu

There are new security keys that limit a users ability to create, copy, or delete student records. The *New Students*, *Copy Students* and *Delete Students* security keys can be assigned to grant management access to student record.

For example, you may have a user who needs to view or edit existing records, but should not be able to create new or delete existing records. If the *New Students*, *Copy Students* and *Delete Students* security keys are not assigned, the user can only view or edit existing records.

Implement New Security Features

During an update, we take great measures to preserve the existing security grants or, if need be, make educated assumptions about the intentions of previously assigned security keys. Therefore, any user or group of users who has access to a tab through a **Maintenance** menu is automatically assigned the *Edit* security key for that tab, as well as the keys to the group boxes on that tab. Users with access to **Maintenance** areas from a **View** menu continue to have access to these areas. As the System Administrator, to streamline the interface for these read-only users, you can edit their security grants then notify them when they can view the **Maintenance** menu. If you do nothing, users should not experience any changes to their security access.