Tool Rights (Ad Hoc Reporting)

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Ad Hoc Reporting Tool Rights

Tool Rights determine the level of access users have to tools throughout Campus. This article refers to tool rights in abbreviated form (i.e., R, W, A, D or any combination of the four).

Right	Description
R (Read)	The **R** right indicates the information on the corresponding tool may be viewed by the user. When applicable, the user is also allowed to print information. The user will **NOT** have access to the Save, Add or Delete icons in the action bar.
W (Write)	The **W** right indicates the user may view and modify the information on the corresponding tool. The Save icon in the action bar will be functional. This right allows the user to modify only existing data in the area since adding new data is controlled by the **A** right. This right includes the ability to change or remove data from a specific field.
A (Add)	The **A** right indicates the user may view, modify and add to the information on the corresponding tool. The New and Add icons in the action bar will be functional. This right allows the user to add new data/records.
D (Delete)	ASSIGN THIS RIGHT WITH CAUTION. The **D** right indicates the information on the corresponding tool may be deleted. The Delete icon in the action bar will be functional. This right provides the ability to completely remove an existing record, including all data contained within the record. The ability to change/remove data from a field is controlled through the **W** right.

Ad Hoc Reporting Tool Rights

Tool Rights ☆

💾 Save   ⑂ User Rights Summary

Available Ad hoc Reporting Tool Rights

- Users who have tool rights to the Ad hoc Reporting folder but are only assigned READ rights to a calendar are able to create filters in the Query Wizard.
- Users in User Groups that are assigned tool rights to the Ad hoc Reporting folder but are only assigned READ rights to a calendar are able to create filters in the Query Wizard.

Tab	R	W	A	D
Filter Designer	Access to view the Filter Designer tool	View and Modify	View, Modify and Add	View, Modify, Add and Delete

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Tab	R	W	A	D
Data Warehouse: Allow Live data as source	View Only	N/A	N/A	N/A
Pass-through SQL Filters	Access to view Pass-through SQL filters	View and Modify	View, Modify and Add	View, Modify, Add and Delete
Query Wizard Filters	Access to view the Query Wizard	View and Modify	View, Modify and Add	View, Modify, Add and Delete
Selection Editor Filters	Access to view the Selection Editor	View and Modify	View, Modify and Add	View, Modify, Add and Delete
User Group Filters	Access to view the filters saved into user groups	View and Modify	View, Modify and Add	View, Modify, Add and Delete
State Owned Filters	Access to view filters created in State Edition versions of Campus	View and Modify	View, Modify and Add	View, Modify, Add and Delete
Export Filters	Access to view exported filters	View and Modify	View, Modify and Add	View, Modify, Add and Delete
Data Viewer	Access to view and generate existing reports.	View and Modify existing reports and folders.	View, modify and create reports and folders.	View, modify, create and delete reports and folders.
Letter Designer	Access to view the letter designer	View and Modify	View, Modify and Add	View, Modify, Add and Delete
User Group formats	Access to view the User Group formats	View and Modify	View, Modify and Add	View, Modify, Add and Delete
Letter Builder	Access to view the Letter Builder	View and Modify	View, Modify and Add	View, Modify, Add and Delete
Data Warehouse: Allow live data as source	View Only	N/A	N/A	N/A
Data Export	Allows access to view the Data Export tool	View and Modify	View, Modify and Add	View, Modify, Add and Delete

Tab	R	W	A	D
Data Warehouse: Allow Live data as source	View Only	N/A	N/A	N/A
Data Analysis	Access to view the Data Analysis tool	View and Modify	View, Modify and Add	View, Modify, Add and Delete
Group Rights	Access to view the Group tool rights	View and Modify	View, Modify and Add	View, Modify, Add and Delete
Data Warehouse: Allow live data as source	View Only	N/A	N/A	N/A
Batch Queue	Access to view the batch queue	View and Modify	View, Modify and Add	View, Modify, Add and Delete
Set Task Expiration	Access to view task expiration information	View and Modify	View, Modify and Add	View, Modify, Add and Delete
Set Task Priority	Access to view task priority	View and Modify	View, Modify and Add	View, Modify, Add and Delete

Throughout Campus, Batch Queue functionality is used to queue and schedule reports and printing jobs that may need a longer generation time (Report Cards, Transcripts, state reports, etc.). Users need tool rights to just the reports, and not to Batch Queue Admin or Batch Queue, as follows:

Tool	Rights	Functionality
Reports with batch queue option	Read	Users are able to generate the report and submit that report to batch. The job can be seen in the Batch Queue Options window, the report can be opened upon completion and the user receives a message indicating the report is complete in Process Alerts.

Tool	Rights	Functionality
Batch Queue	Read	Users are able to see the job created in the Batch Queue Options window, see all reports submitted and open any report for that user. The refresh button is available for selection. When the user selects the report: • Queued Reports - Refresh and Cancel buttons are available for selection. Save and Delete buttons cannot be selected. • Completed Reports - Refresh is the only button available for selection. Save and Delete buttons cannot be selected.
	Read and Write	Users are able to see the job created in the Batch Queue Options window, see all reports submitted and open any report for that user. The refresh button is available for selection. When the user selects the report: • Queued Reports - Refresh, Save and Cancel buttons are available for selection. The Delete button cannot be selected. Users can modify the Scheduled Date and Time. • Completed Reports - Refresh is the only button available for selection. Save and Delete buttons cannot be selected. When the user selects a report that is queued and cancels it, the Batch Queue List window refreshes. When the user selects a report that has been canceled, only the Refresh and Restart buttons are available. Save and Delete buttons cannot be selected.

Tool	Rights	Functionality
	Read, Write, Delete	Users are able to see the job created in the Batch Queue Options window, see all reports submitted and open any report for that user. The refresh button is available for selection. When the user selects the report: • Queued Reports - Refresh, Save, Delete and Cancel buttons are available for selection. Users can modify the Scheduled Date and Time. • Completed Reports - Refresh and Delete are the only button available for selection. Save cannot be selected. When the user selects a report that is queued and cancels it, the Batch Queue List window refreshes. When the user selects a report that has been canceled, the Refresh, Restart and Delete buttons are available. Save cannot be selected. The user can delete any report that is completed, queued, processing or canceled.
Batch Queue Admin	Read	Users are able to see the job created in the Batch Queue Options window, see all reports submitted and open any report. The refresh button is available for selection. When the user selects the report: • Queued Reports - Refresh and Cancel buttons are available for selection. Save, Cancel All, Delete, Delete All and Restart All buttons cannot be selected. • Completed Reports - Refresh is the only button available for selection. Save and Delete buttons cannot be selected.

Tool	Rights	Functionality
	Read and Write	Users are able to see the job created in the Batch Queue Options window, see all reports submitted and open any report. The refresh button is available for selection. When the user selects the report: • Queued Reports - Refresh, Save and Cancel buttons are available for selection. Save, Cancel All, Delete, Delete All and Restart All buttons cannot be selected. Users can modify the Scheduled Date and Time. • Completed Reports - Refresh is the only button available for selection. Save and Delete buttons cannot be selected. When the user selects a report that is queued and cancels it, the Batch Queue List window refreshes. When the user selects a report that has been canceled, only the Refresh and Restart buttons are available. Save and Delete buttons cannot be selected.
	Read, Write, Delete	Users are able to see the job created in the Batch Queue Options window, see all reports submitted and open any report. The refresh button is available for selection. When the user selects the report: • Queued Reports - All buttons are available. Users can modify the Scheduled Date and Time. • Completed Reports - Refresh, Delete and Delete All are available for selection. Save cannot be selected. When the user selects a report that is queued and cancels it, the Batch Queue List window refreshes. When the user selects a report that has been canceled, the Refresh, Restart and Delete buttons are available. Save cannot be selected. The user can delete any report that is completed, queued, processing or canceled.