

# Portal Tool Rights

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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). Sub-rights appear as *italicized*.

Right	Description
<b>R (Read)</b>	The <b>R</b> 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 <b>NOT</b> have access to the Save, Add or Delete icons in the action bar.
<b>W (Write)</b>	The <b>W</b> 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 <b>A</b> right. This right includes the ability to change or remove data from a specific field.
<b>A (Add)</b>	The <b>A</b> 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.
<b>D (Delete)</b>	ASSIGN THIS RIGHT WITH CAUTION. The <b>D</b> 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 <b>W</b> right.

RWAD Rights assigned at the module or folder level give those rights to all features within the module. For example, giving RW rights to the System Administration Counseling folder assigns RW rights to all tools within that folder, including any subrights.

## Portal

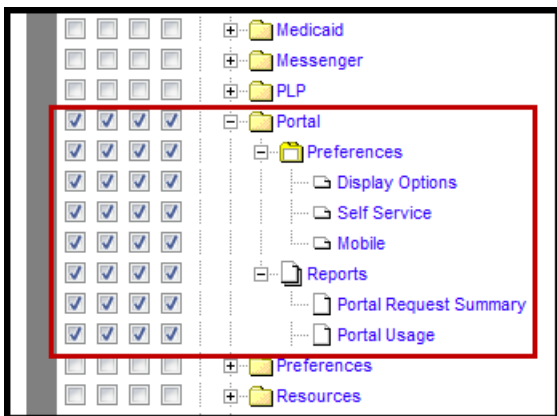


Image 1: Portal Tool Rights

Right	R	W	A	D
<b>Preferences</b>	Allows the user to view existing Portal settings.	Allows the user to add to existing Portal settings.	N/A	N/A
<b>Display Options</b>	Allows the user to view existing Display Options that have been set.	Allows the user to edit existing Display Options and save new entries.	N/A	N/A
<b>Self Service</b>	Allows the user to view existing Self Service options that have been set.	Allows the user to edit existing and save new selections for Self Service	N/A	N/A
<b>Mobile</b>	Allows the user to view existing Mobile Portal options that have been set.	Allows the user to edit existing and save new selections for Mobile Portal.	N/A	N/A
<b>Reports</b>	Allows the creation and generation of Portal reports.	N/A	N/A	N/A