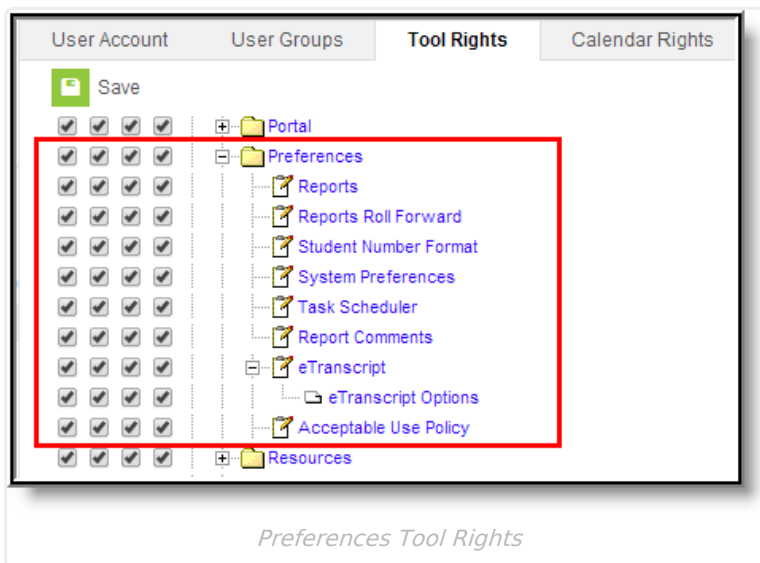# Tool Rights for Preferences

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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
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.

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 Calendar folder assigns RW rights to all tools within that folder, including any subrights.

System Administration > Preferences

Preferences Tool Rights

Right	R	W	A	D
Reports	Users are allowed to view existing values.	Users are allowed to view and modify existing reports.	Users are allowed to create, view and modify existing reports.	Users are allowed to create, view, modify and delete reports.
Report Roll Forward	Users are allowed to roll forward reports.	Users are allowed to roll forward reports.	Users are allowed to roll forward reports.	Users are allowed to roll forward reports.
Student Number Format	Users are allowed to view existing values.	Users are allowed to modify and save a new Student Number Format preference.	Users are allowed to modify and save a new Student Number Format preference.	Users are allowed to modify and save a new Student Number Format preference.
System Preferences • **District Preferences** • **State Preferences**	Users are allowed to view existing values.	Users are allowed to modify and save system preferences.	Users are allowed to modify and save system preferences.	Users are allowed to modify and save system preferences.
Task Scheduler	Users are allowed to view existing values.	Users are allowed to modify and save existing tasks.	Users are allowed to create new tasks and modify existing task values.	Users are allowed to create, delete and modify existing tasks.
Report Comments	Users are allowed to view existing values.	Users are allowed to view existing values.	Users are allowed to view, modify and create new report comments.	Users are allowed to view, modify, create and delete report comments.

Right	R	W	A	D
eTranscript	Users are allowed to view existing values.	Users are allowed to view and modify existing values.	Users are allowed to view and modify existing values.	Users are allowed to view and modify existing values.
eTranscript Options	Users are allowed to view existing values.	Users are allowed to view and modify existing values.	Users are allowed to view and modify existing values.	Users are allowed to view and modify existing values.
Acceptable Use Policy	Users are allowed to view existing values.	Users are allowed to view and modify existing values.	Users are allowed to view and modify existing values.	Users are allowed to view and modify existing values.