

# Staff Planner Tool Rights Topic Article

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Access to the Staff Planner requires the following:

## Read Rights:

- Access Staff Planner.
- View Staff Planner cards, including detail information (list of courses, etc.).
- Open and view the Staff Planner Side Panel.
- Print a CSV download of the courses assigned to staff.

## Write Rights:

- Use the Filter By fields at the top of the Staff Planner.
- Edit and save changes to the Staff Planner Side Panel.

Add and Delete rights provide no additional functionality.

The screenshot shows the 'User Tool Rights Editor' interface. At the top, there is a search bar for 'Search Campus Tools' with the text 'scheduling' entered. Below this is a list of 'Tool Rights' categories, each with a set of radio buttons for permissions: All, Read, Write, Add, and Delete. The 'Scheduling & Courses' category is expanded, showing 'Scheduling' and 'Scheduling Center'. Under 'Scheduling', there are three sub-items: 'Scheduling Center', 'Course Planner', and 'Scheduling Board'. The 'Staff Planner' tool is listed under 'Scheduling Board' and is highlighted with a red box. Its permissions are: All (unselected), Read (checked), Write (checked), Add (unselected), and Delete (unselected).

## Staff Planner Tool Rights