

Manage Permissions

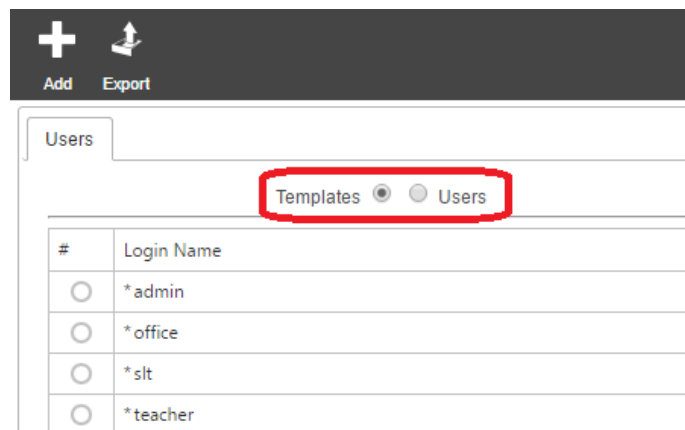
Each user in PARS has their own set of permissions, which govern what the user can do in PARS and what menu items they are able to see. Users' permissions may need to be updated if they cannot perform certain tasks in PARS e.g. teachers need to have the permission to take registers, otherwise they cannot register their classes. New users accounts do not have any permissions so new teachers will need to have permissions given to them, otherwise they will not be able to do anything in PARS.

Accessing the Permissions Page

To access the permissions page go to:

Main menu > System management > Permissions

There are two views for the Permissions page; Templates and Users. You can switch between the two views by using the radio buttons at the top of the page.



The screenshot shows the PARS interface for managing permissions. At the top, there are two buttons: 'Add' (with a plus icon) and 'Export' (with an upload icon). Below these, there is a tab labeled 'Users'. Under the 'Users' tab, there are two radio buttons: 'Templates' and 'Users'. The 'Users' radio button is selected and highlighted with a red rectangle. Below the radio buttons is a table with two columns: '#' and 'Login Name'.

#	Login Name
<input type="radio"/>	*admin
<input type="radio"/>	*office
<input type="radio"/>	*slt
<input type="radio"/>	*teacher

Permissions should be managed by using templates. You should create a few templates that cover the needs of various types of staff in school i.e. admin, teacher, office, etc.

Staff should then have a template assigned to them. The benefits of using templates in this way are:

- All staff on a template have the same permissions so you can be sure every member of staff on that template has the same access rights
- If you need to change the permissions given to staff, you can modify the template instead of modifying the permissions for every individual staff member

Creating a New Permissions Template

Click the **Add** button at the top left of the page to create a new permissions template. A window will appear where you can name the template. Name the template and click **Accept**. The new template will now appear in the list of templates. Select it using the radio button to the left then click **Modify**.

You can manually set the permissions for the template if desired. To this, click on the arrow next to a section to expand that section. Then select the permissions you want to turn on using the checkboxes.

Selected	Description
<input type="radio"/>	Screen: Assignment Diary
<input checked="" type="checkbox"/>	Access assignment diary menu
<input checked="" type="checkbox"/>	Access assignment diary
<input checked="" type="checkbox"/>	Assignment diary reports
<input checked="" type="checkbox"/>	Access assignment diary categories
<input type="checkbox"/>	Only access assignment diary for own groups
<input type="radio"/>	Screen: Attendance

Alternatively you can import a permissions template into PARS. There are several templates available on our wiki via:

http://www.tascsoftware.co.uk/wiki/PARS_Connect/index.php?title=Permissions#Permissions

Once you have a template to import, click the **Import** button on the top toolbar. Select the permissions file and click **Ok**.

Once you are happy with your permissions template, click the **Save** button at the top right of the page.

Applying Permission Templates to Users

Click on the Users button at the top of the Permissions page to go to the Users view. You will now see a list of SIMS users. You can reorder the list of users by clicking on the column headers (e.g. **Surname**) to order the list by that column.

Select all of the users that you want to apply a permissions template to then click the **Modify** button. This will take you to a new page. Click the **Apply a template** button at the top of this page and select the template that you want to apply to the users. Click **Ok** once you have selected the template, then click the **Save** button at the top right of the page.

Modifying Templates

If you want to amend users' permissions, you should make the changes to the relevant permission template and re-apply that template to the users.

To make changes to templates, go to the Templates view by clicking the **Templates** button at the top of the page.

Select the template you want to edit then click the **Modify** button. This will open the list of permissions. Make whatever changes are required then click the **Save** button at the top right. This will take you back to the permissions page.

Although the template has been altered, the changes have not yet been applied to users. Select the template then click the **Manage** button on the top toolbar. This will open another window; click the **Reapply** button in this window to push the changes out to all users who are associated with that template.