Roles and Sections

- *Roles determine what things you can do*
- *Sections determine where you can do those things*
Visitors

- Anyone on the Internet
- A staff member
- You (if you’re not logged in)
A visitor CAN:

- Fill out a public web form
- Fill out the staff correction form
A visitor CANNOT:

- Publish directly to the site
- View unpublished content
Authenticated User

- Anyone who has logged in
- 4J employees with a valid e-mail account
- Contractors
- You, when you’ve logged in.
An authenticated user CAN:

- Submit pages for review
- Submit stories for review
An authenticated user CANNOT:

- Publish directly to the site
- View unpublished content
Authors

- Specifically granted by Kathleen Allison or Kelly McIver
- http://www.4j.lane.edu/lookup/role
An author CAN:

- Submit pages for review
- Submit stories for review
- View unpublished content on the site
An author CANNOT:

- Publish directly to the site
- Unpublish their own work
- Edit other people’s work
Trusted Authors

- Specifically granted by Kathleen Allison or Kelly McIver
- http://www.4j.lane.edu/lookup/role
A trusted author CAN:

- Do everything an author can do
- Publish directly in their assigned section/s
A trusted author CANNOT:

- Unpublish their own work
- Edit other people’s work
- Publish directly in sections where he or she is not assigned.
Editors

- Specifically granted by Kathleen Allison or Kelly McIver
- http://www.4j.lane.edu/lookup/role
An editor CAN:

- Do everything a trusted author can do
- Edit the work of others within their section
An Editor CANNOT:

- *Manage users*
- *Publish directly to the home page*
- *Manage the site-wide navigation*
Trusted Editor

- Specifically granted by Kathleen Allison or Kelly McIver
- http://www.4j.lane.edu/lookup/role
A trusted editor CAN:

- Do everything an editor can do
- Publish directly to the home page
- Manipulate the main (black) menu items
- Add new terms to vocabularies (more on this later)
A trusted editor CANNOT:

- *Manage many of the web site’s advanced administrative features*
Admin

- A powerful administrative role with permission to manage users

- May or may not be assigned to sections, but has the ability to assign him or herself
Sections

- *Roles determine what things you can do.*
- *Sections determine where you can do those things.*
Sections for content:

- Content is assigned to a section by the person who creates it.
Sections for users:

- Sections are assigned to users by the Communications office.

- High School Services
  - Human Resources
    - Employee Benefits
    - Benefits Booklets
    - Wellness Newsletters
  - Risk Management
- Instructional Services
  - Curriculum
    - 4J Prioritized State Standards
The basic permissions:

- When you create content, you assign it to a section of the web site.
- If you aren’t assigned to that section, the editor is notified by e-mail and in their content queue that your story is waiting to be reviewed for publication.
- The editor’s e-mail is displayed on the page after you submit the content.
- If you’d like to know who the editors are for a section without submitting a story, go to: http://www.4j.lane.edu/lookup/roles
Privileged permissions:

- When users create content for a section that matches the section assigned to them, they receive the privilege of their role.
- If they submit outside their section, the process is just the same as for an author.
Editors: Power flows down

- Your permissions extend to every page and term below what’s been assigned to you.
- When a new term is added, you automatically have permission to it.
Editors: Responsibility flows up

- If a term has no editor specifically assigned, the next person up the tree is notified.
- Once an editor is found, no one higher on the tree is notified.
Editors: Keeping in the loop

- **If you want to know about one or more section that’s in your branch, tell Kathleen.**
- **She can set it up by assigning you to that term explicitly.**
You can delegate responsibility immediately just by training someone.

You will have to approve their work.

If you want them to have privilege they need more training and to be set up by Kathleen.