Feature Guide: Administrative Matrix



This document contains proprietary and confidential information from OnPoint Digital, Inc. Any reproduction or distribution of these materials in whole or part without the expressed written consent of the company is strictly forbidden.

Table of Contents

Administrative Matrix Introduction	1
How might this be useful?	1
Section 1: Locating the Administration Rights Matrix in OPCM	2
Section 2: Administration Rights Matrix-Main Menu	3
Section 3: Administration Rights Matrix-Administrative Rights	8
Section 4: System Defaults and Removing Rights	14
Defaults and Removing Rights: Main Menu	14
Defaults and Removing Rights: Administrative Rights	15

Administrative Matrix Introduction

The Administrative Matrix is designed primarily to allow a Root Administrator to define and manage administrative rights and views for a particular administrative role within the OnPoint Course Manager. This will allow the Root Administrator to limit which menus and features will be viewable and available based upon the specific administrative role such as a Systems Administrator, Content Administrator, Course Coordinator, and or an Event Manager.

How might this be useful?

The Administrative Matrix will allow a Root Administrator to define by the user type a type of hierarchy as a natural way of organizing roles to reflect authority, responsibility, and capabilities. The user can be given no more privilege than is necessary to perform their job. Permissions determine the data and applications that may be accessed and each role is assigned the set of permissions that are necessary for the role type to perform his/her required tasks. Using the Administrative Matrix to determine and manage access permissions allows Root Administrators to better incorporate least privilege and separation of duties into administrative policies.

Section 1: Locating the Administration Rights Matrix in OPCM

As the Root Administrator you will log into the OnPoint Course Manager application from the online Portal – Manager Options area. Click the link to open Course Manager.



Once in the Course Manager application, you will see the options available to you across the top of the screen. In order to review and set the permissions for the Administration Matrix you will need to go to the Administration tab, System Administration, then Administration Matrix.

-								
	ONPOINT DIGITAL LMSA.C.MS and Mobile Learning Solutions							
Users &	& Groups Content Assessments Skills & Games E	vents & Activities	Notifications	Administration				
USERS	& GROUPS: USERS			Categories				
+ Add	VIIser Wizard Mobile User Wizard			Catalogs				
				Meta Tags				
Last Na	me: ABCDEFGHIJKLMNOPQRSTUVV	IXYZ Show R	oles: 🗹 Users	Display Hierarchy		structors		
T Filt	er Last Name: Organization:	L	.ogin Id:	Certifications		ply 🍼		
ID	User Name (click to select)	User Login		Global Glossary			Title	
01912	***ME, DELETE	asdfasdfasdf		Configuration	•			
01278	1, Student	student		Content Authors				
01280	3, Student 3	student3		Thumbnails & Badges				
02025	Admin, OnPoint	opadmin		Publish				
02011	Admin, Trivantis	trivantis-admin		Licensing			Demo account for T	Trivantis
01211	Ambarian, Janel	ianela		Deletion Tasks				
00579	ameridian tester	meridiantester		Audit Irail				
00037	Aughenbaugh Paul	paulaugh@onpoin	tlearning com	Import (Export	-		IC	
00636	B-H Demo Liser	bh-demo@onnoin	tlearning.com	File Management	-		Demo Liser for Brar	ndon-Hall
00539	Barry Elhadi	bne@baroullc.com	1	Penorte	, 		Chief Solutions Arc	bitect
00476	Bailor Sara	cara bauar@uam		Custom Links	-		Childr Colutions Pile	antos
00475	Bauer, Sala	sara.uauen@vgrit.	com	System Administration	Þ	Manage Cus	tomers	
00000	Dauer, Sara	spauer		-,		System Con	figuration	Descisient
00326	Deara, Smokey	smokey				License Poo		specialist
00039	Benningfield, Enka	benningfields@m	sn.com			Config Paran	neters	
00040	Black, Jean	jblack1583@yaho	o.com			Telephone C	ountry Codes	
01262	Bobby, Cox	BCox				Languages		
00361	Bobcat, Billy	bbobcat				Database St	atus	
00041	Boone, Dawn	kisskiss_dawn@d	comcast.net			Mobile Devic	es	
00042	Bourg, Judy	jb985@bellsouth.	net			Administratio	on Matrix	
01027	Boyette, Alan	aboyette					Technical Support	Manager
01099	Boyette, Alan	aboyette1234@or	pointlearning.c	om				

OnPoint Digital, Inc. August 2014 All Rights Reserved 2 of 16

Section 2: Administration Rights Matrix-Main Menu

The first tab of the Administration Rights Matrix is the Main Menu. This is where you can define by manager type (System Administrator, Content Administrator, Course Coordinator, and Event Manager) the menu(s) that they will have access to within OnPoint Course Manager. The options are split up just as they are divided up into tabs across the top within the application. The choices to the menu(s) allow the Root Admin to select specific functions within those menu(s) to grant access to these user types. For example: as an Event Manager I may never need to have access to create or change users however I may need to create a group of specific users for an event that I am putting together. This would mean that the Root Admin would mark the Groups with a check but the Users and Groups they would leave unchecked.

Note: It is important to remember that the Main Menu tab drives the actual menu and not all the individual functions within the menu. To define which specific functions within that menu the user would have access to you would need to further define that in the Administrative Rights tab.

	ADMINISTR	ATION: RIGHTS MATRIX					Just check o boxes based	r uncheck the on the user type
	Main Menu	Administrative Rights					as to the me have access	nu(s) they will to.
For our example please note that the EM would only have a check mark on the Groups under the Users and Groups	Users & Grou	ups Main Menu - Users & Groups Users & groups Groups Job codes Locations Organization chart	SA 19 19 19 19 19 19	CA 19 19 19 19 19 19 19	CC 9 9 9 9 9	EM V V V		
		Announcements User & group reports	4	 ✓ 	 ✓ 	4		
	Content	ober a group reports	SA	CA	CC	EM		
		Main Menu - Content	1			4		
		Courses	I	1	•	1		
		Pages				•		
		Assets	1			4		
		Nuggets	1			st.		
		Content Hierarchy	 Image: A second s	 ✓ 	a	 ✓ 		
		vvi∠aros Librarv	•	•	•	•		
		Content reports	√	1				

Assessments		SA	CA	00	EM
10000011101110	Main Menu - Assessments				
	Assessment sets		 Image: A start of the start of		
	Tests	 Image: A start of the start of		 Image: A start of the start of	
	Questions	√	 Image: A start of the start of	√	 ✓
	Review feedback	√	√	•	 ✓
	Performance	1	1	1	✓
	Assessment reports	1	1	1	
Skills & Games	S	SA	CA	CC	EM
ľ	Vain Menu - Skills & Games	•	•	•	
	Skill profiles	•	-	-	v
	Equivalency	1	1	1	v
	Skill sets	1	•	1	v
	Skills	1	•	•	*
	Competencies	•	•	•	
	Games	•	1	•	
	Skill reports	•	•	•	
Events & Activ	ities	SA	CA	CC	EM
I	Main Menu - Events & Activities	•	•	•	1
	Master event calendar	1	1	1	s
	Instructor led training events	•	1	•	s
	Webinar events	1	1	1	s
	Live streaming events	1	1	1	s
	Event Session Wizard	•	1	1	s
	Event resources	•	4	•	
	Event registrations	•	1	•	s
	Event locations	1	1	1	s
	Activities	1	1	1	s
	Activity completion	•	1	1	s
	Event & activity reports	•	1	•	
Notifications		SA	CA	CC	EM
M	ain Menu - Notifications	1	1		v
	Send notifications	1	-		I
	Standard notifications	1	-		√
	Notification queue	1	1	√	4
	Notification series	1	1	1	\$
	Email queue	•	-		
	Send SMS message	•	•		
	Forums	1	-		*

Administration	SA	CA	00	FM
Main Menu - Administration			Image: Contract of the second seco	
Categories		√	 Image: A start of the start of	 Image: A start of the start of
Catalogs	1	1	1	 Image: A start of the start of
Metatags	1	1	1	 Image: A start of the start of
Mobile shortcuts	1	-	-	V
Page layouts	1	-	-	v
Time zones	√	√	√	•
Global glossary	1	√	√	•
Configuration	√	√	√	
Content authors	1	1	1	
Custom fields	-	1	1	
Thumbnails & badges	-	-	-	
Bulk publishing	√	√	√	 Image: A start of the start of
Licensing	1	1	1	v
Deletion tasks	1	1	1	V
Audit trail	1	1	1	V
Content transfer	1	-	-	•
Imports & exports	1	-	-	
File management				
Manage reports	1			
Custom links	1	1	1	
Certifications	1	1	1	
System administration	1	1	1	
Customers	-	1	1	
System configuration	-	-	-	
License pool	-	-	-	
Configuration parameters	-	-	-	
Telephone country codes		-	1	S
Languages		1	1	S
Database status		1	1	S
Mobile devices				

The below two examples will show what the user experience will be when logging into the system based on the settings within the Administrative Rights Matrix: Main Menu. These examples will display the screen and how they will appear to the user when they access the OnPoint Course Manager application. The examples will display both scenarios to the user showing both with access and without access to a specific menu or function within the system.

The first example will show the user type of an Event Manager with access to the Users & Groups: Menu and then the Groups option.

ADMINISTR	ATION: RIGHTS MATRIX				
Main Menu	Administrative Rights				
Users & Gro	ups	SA	CA	сс	EM
	Main Menu - Users & Groups	1	-	-	
	Users & groups	√	√	√	Image: A start and a start
	Groups		-	√	

The Event Manager Group setting under the User & Groups Menu in the Administration Rights: Main Menu Matrix is checked to be active.

	Users & Groups	Content	Assessments	Skills & Games	Events & Activities	Notifications	Administration	
	🗵 Users & Mana	igers		•				
	🖪 Groups		ourse Manage	r.				
11	Job Codes		on					
	Locations				This person is an	Event Manage	ar and	
	Organization Cha	art	InPoint Demo	Slice	when they log int what they current	o the system t tly see under t	hisis the	
	Announcements		larris, Paige		Users & Mangers option is current	Menu. The Gro y listed since i	oups it is	
	Reports		Event Manage		checked within th Matrix under the	ie Administrati Event Manage	ion r.	
		License Info	ormation					
		Administrato	Irs:	107	(68 used)			
		Performance	Managers:	121	(20 used)			
		Users/Learn	ers:	250	(208 used)			
		Records:		50	(4 used)			

The Groups menu selection appears under the Users & Groups Menu heading and allows the Event Manager access into the option to perform any available functions that are previously approved in the Administrative Rights options of the Administrative Rights Matrix.

The next example shows the user type of an Event Manager with access to the Users & Groups: Menu but without access to the Groups option within the Users & Groups Menu.

ADMINIST	RATION: RIGHTS MATRIX					
Main Menu	Administrative Rights					
Users & Gro	oups	SA	CA	СС	EM	
	Main Menu - Users & Groups	1				
	Users & groups	•	1	1	1	
	Groups		v	√]

The Event Manager Group setting under the User & Groups Menu in the Administration Rights Matrix is un-checked in this case to be shown as not active.

Users & Groups	Content	Assessments	Skills & Games	Events & Activities	Notifications	Administration	
Users & Manag Job Codes	jers	Jurse Manage	r				
Locations		on				_	
Organization Cha	rt	nPoint Demo	Slice	This person is an I	Event Manager	and	
Announcements		larris Paine	Olice	when they log into what they current	ly see under the	nis is ne	
Reports		Event Manager		option is currently not checked within Matrix under the E	v not listed sind n the Administ event Manager	ce it is ration	
	License Info	rmation					
		re:	107 ((heau 86)			
	Performance	Managers:	107 (20 used)			
	Users/Learn	ers:	250 (208 used)			
	Records:		50 (4 used)			

The Groups menu selection no longer appears under the Users & Groups Menu heading and will no longer allow the Event Manager access into this option to perform any available functions.

Section 3: Administration Rights Matrix-Administrative Rights

The next tab of the Administration Rights Matrix is the Administrative Rights. This is where you can define by manager type (System Administrator, Content Administrator, Course Coordinator, and Event Manager) the rights that they are being given within the specific menu(s) function that they have been given access to within the Main Menu Administrative Rights selection process. The options are split up just as they are listed up under each of the tabs at the top within the Course Manager application.

The choices to the functions within the menu(s) allows the Root Admin to select the specific items within those menu(s) to grant access to these user types. For example: above we mentioned as an Event Manager I may never need to have access to create or change users however I may need to create a group of specific users for an event that I am putting together. I have been given access to the Group option in the Main Menu Administrative Rights. Now here in the Administrative Rights under the Users and Groups the Root Admin will need to set the features and rights where I have access. For this example the Root Admin would give this Event Manager access to the Add/Edit Groups and the Make Assignments to Groups but will not give access to the Add/Edit Users since they should not have access to do this function.

	RATION: RIGHTS MATRIX						
Main Menu	Administrative Rights					For	our example please
Home Page		SA	CA	сс	EM	not onl	te that the EM would y have a check mark on
	Home page license information	1	-	-		the	Add/Edit Groups and
	Home page pending links		-	-	•	Gro	oups .
Users & Gro	pups	SA	CA	СС	EM		
	Add/edit users		-	1			
	Make assignments to users			√			
	Add/edit groups		-	-			
	Make assignments to groups		-	-		ſ	
	Add/edit job codes		-	-			Just check or uncheck
	Add/edit locations		-	-			user type as to the
	Make assignments to location		-	-			functions within the
	Add/edit organization charts		-	-			specific menu(s) they
	Make assignments to organization charts		-	-			will have access to.
	Add/edit announcements		-	-			
Content		SA	CA	CC	EM		
	Add/edit courses	1		•	4		
	Make assignments to courses	1	•	•			
	Add/edit topics	1	•	•	4		
	Make assignments to topics	1	1	1	4		
	Add/edit pages	1	1	1	4		
	Make assignments to pages	1			\$		
	Add/edit assets	-					
	Add/edit nuggets	-					
	Make assignments to nuggets	•					
	Add/edit library	•		•			
	Make assignments to library	-			\$		

Assessme	ents	SA	CA	СС	EM
	Add/edit assessment sets	«	√	v	√
	Make assignments to assessment sets	-	-	√	1
	Add/edit tests	√	√	√	√
	Make assignments to tests	1	1	1	•
	Add/edit questions	1	1	1	-
	Add/edit performance	-	-	-	√
	Make assignments to performace		-	-	•
Skills & Ga	mes	50	CA	CC	EM
	Add/edit skill profiiles				
	Make assignments to skill profiles				 Image: A start of the start of
	Add/edit skill sets				
	Make assignments to skill sets		 Image: A start of the start of	 Image: A start of the start of	
	Add/edit skills		 Image: A start of the start of	 Image: A start of the start of	
	Make assignments to skills	•	•	•	1
	Add/edit games	√	v	v	1
	Make assignments to games	v	v	1	1
Events & A	ctivities	SA	CA	СС	EM
	Add/edit events	√		√	√
	Make assignments to events	1	1	1	√
	Add/edit event resources	√	1	1	
	Add/edit event locations	√	1	1	√
	Add/edit activities	√	•	1	1
	Make assignments to activities	•		1	1
Administra	tion	SA	CA	CC	EM
	Add/edit categories				
	Add/edit cataglogs	1	-	-	-
	Make assignments to catalogs	1	-	-	
	Add/edit time zones	√	\$	1	
	Add/edit glossary	-	-	-	1
	Add/edit content authors	-	-	-	1
	Add/edit reports	-	-		1
	Update reports	-	-	-	1

Miscellaneous	SA	CA	CC	EM
Edit meta tags		1	1	1
Add/edit triggers	v	1	1	
Change Customers		1		-
View Active Sessions		1		-
View/manage memory	cache 🗹	1		-
View user bio informati	on 🖉	1		1
Edit user bio informatio	in 🖉	1	1	1

The below two examples will show what the user experience will be when logging into the system based on the settings within the Administrative Rights Matrix: Administrative Rights. These examples will display the screen and how they will appear to the user when they access the OnPoint Course Manager application. The examples will display both scenarios to the user showing both with access and without access to a specific menu or function within the system.

The first example will show the user type of an Event Manager with access to the Users & Groups: Menu and then the Groups option with the ability to Add/Edit groups as well as to make assignments to the groups.

ADMINISTRATION: RIGHTS MATRIX								
Main Men	u Administrative Rights							
Home Pag	je	SA	CA	СС	EM			
	Home page license information	1	1	-				
	Home page pending links	4	~	1	•			
Users & G	roups	SA	CA	СС	EM			
	Add/edit users	4	-	1	4			
	Make assignments to users		1					
	Add/edit groups	I.	-	1	4			
	Make assignments to groups		-					

The Event Manager Group setting under the User & Groups Menu in the Administration Rights: Administrative Rights Matrix is checked to be active.

		asessments	Skills & Games	Events & Activities	Notifications	Administration	🚹 Home 🛛 🖓 H	elp 🚺 Logout			
& Managers		s									
5											
			🖌 Apply								
ion Chart		lect)) Description Supervisor								
ments								Active			
								Active			
une Training								Active			
)nPoint Teste	rs							Active			
outhern Regi	on		All sales and	marketing personnel i	n our organizatio	n.	Chad Ebel	Active			
Support Servic	es							Active			
s iic iic iic iic iic iic iic iic iic ii	on Chart nents ne Training nPoint Teste outhern Regi upport Servic	on Chart nents ne Training nPoint Testers outhern Region upport Services	n Chart lect) nents ne Training nPoint Testers buthem Region upport Services	Apply Apply Apply Apply Apply Apply Apply Apply All sales and All sales and Apply All sales and	Apply Apply Apply Apply Apply Apply Apply Apply All sales and marketing personnel in	Apply Apply Apply Apply Apply Apply Apply All sales and marketing personnel in our organization		Apply Apply			

The Groups Menu selection appears under the Users & Groups and the user has the ability to click on and select a group from the list that is shown.

Users & Groups	Content	Assessments	Skills & Games	Events & Activities	Notifications	Administration
USERS & GROU	JPS: GRO	UP				
Information	Assignme	nts Mobile				
Gro	up ID: 316					
Group	Name: OnP	oint Testers				
Descr	iption:					
Group B	anner: OnP	oint Default				
Mobile Bra	nding:					
Mobile Branding Ta	iblets:					
Group B	Email:					
Remote Parking	(Y/N):					
Keyholder	(Y/N):					
Loc	ation:					
	tatue Activ	/e				
🕼 Edit	Refresh	🔳 List				
Created Nov-4-2008	2:45 PM					
Updated Sep-25-200)9 4:42 PM bj	y OnPoint Adminis	trator			

After the user makes the selection the next screen to appear allows the user to perform Edits or make Assignments if needed. Both of these options appear for this user based on the settings within the Administration Rights being checked for an Event Manager.

Users & Groups	Content	Assessments	Skills & Games	Events & Activities	Notifications	Administration	🚹 Home 김				
USERS & GROU	JPS: GRO	UP EDIT									
* Group N	lame: OnF	Point Testers									
Descri	ption:										
Group Ba	anner: On	Point Default			×						
Mobile Bra	nding: 0	0 (Enter the asset_id of the image to use for group mobile branding. The asset MUST be in PNG format.)									
Mobile Branding Ta	blets: 0	(Enter the as	set_id of the image	to use for group mobil	e tablet branding	g. The asset MUST	be in PNG format.)				
Group E	Email:										
Remote Parking	(Y/N):				llows the Even make Edits to	t Manager					
Keyholder	(Y/N):			G	roup since acc the Administr	ess is given rative Rights.					
Loc	ation:										
S	tatus: Ac	tive	¥								
🖺 Save 🖉	Cancel										

If the user chooses the Edit then the Edit screen will appear and they can make any changes needed and save.

USERS & GROU	JPS: GROUP									
Information	Assignments	Mobile								
Group: OnPoint Testers										
Assigned Course	95		Assign							
101 - Proliance JB Training	101 - Proliance JB Training									
0	Allows the M	anager								
Assigned Assess	to make any		Assign							
Fire Safety Asse	access being in the Matrix	s que to 1 given								
Assigned Nugge	ts		Assign							
			\sim							

If the user chooses the Assignments then the Assignments options will appear and they can make any changes needed and save.

The next example shows the user type of an Event Manager with access to the Users & Groups: Menu but without access to the Groups: Add/Edit groups as well as to make assignments to the groups.

ADMINISTRATION: RIGHTS MATRIX								
Main Menu	Administrative Rights							
Home Page		SA	CA	сс	EM			
	Home page license information		-	-				
	Home page pending links	√	-	1	•			
Users & Gro	oups	SA	CA	СС	EM			
	Add/edit users		-	1	√			
	Make assignments to users		1	1				
	Add/edit groups		4	4				
	Make assignments to groups		√	√				

The Event Manager Group setting under the User & Groups Menu in the Administration Rights Matrix is un-checked in this case to be shown as not active.

Users &	k Groups	Content	Assessments	Skills & Games	Events & Activities	Notifications	Administration	🚹 Home 🛛 👔 Helj	🛛 💽 Logout
USERS	& GROU	IPS: GRO	UPS						
T Filte	er Name	e:		The Event Manager	will still				
ID	Group Na	ame (click to	o select)	Description				Supervisor	Status
00678	*Experts								Active
00252	iPhone U	sers							Active
00301	June Trai	ning							Active
00316	OnPoint [*]	Testers							Active
00006	Southern	Region		All sales and	marketing personnel i	n our organizati	on.	Chad Ebel	Active
00046	Support S	Services							Active

The Event Manager will still have access to see the available Groups in this example. However; once the Group is selected the options for what the Event Manager can do will be different than in Example 1.

USERS & GROU	JPS: GROUP		
Information	Assignments	Mobile	
Gro	up ID: 316		
Group	Name: OnPoint	Testers	
Descr	iption:		
Group B	anner: OnPoint I	Default	
Mobile Bra	nding:		
Mobile Branding Ta	ablets:		
Group	Email:		
Remote Parking	(Y/N):		
Keyholder	(Y/N):	(The Edit function
Loc	cation:		for this user.
S	Status: Active		
C Refresh	🔳 List		
Created Nov-4-2008 Updated Sep-25-20	2:45 PM 09 4:42 PM by OnF	oint Admii	nistrator

The above image shows that the Event Manager no longer has access to the Edit button within the Users & Groups: Group Menu. This is based on the settings within the Administration Matrix: Administrative Rights.

USERS & GROU	JPS: GROUP		
Information	Assignments	Mobile	
Group: OnPoint Te	esters		
Assigned Course	es	(There is no longer
101 - Proliance JB Training	\bigcirc	2	Assignments within the Groups.
Assigned Assess	ment Sets		
Fire Safety Asse	ssment Set		
Assigned Nugge	ts		
Assigned Activit	ies		
Assigned Events			

The above image shows that the Event Manager no longer has access to make Assignments within the Users & Groups: Group Menu. This is based on the settings within the Administration Matrix: Administrative Rights.

OnPoint Digital, Inc. August 2014 All Rights Reserved 13 of 16

Section 4: System Defaults and Removing Rights

In addition to defining the roles and permissions to specific individual menu(s) and functions the Root Admin also has the ability within the Administration Rights Matrix to either reset the user type to the system default settings, or to remove all the rights from a specific user type leaving them without rights and permission levels to features within the system. This basically wipes the user type clean and allows the Root Admin to start over with assigning full permissions.

These functions can be done both at the Main Menu level and also at the Administrative Rights level.

Defaults and Removing Rights: Main Menu

Go to the Administration Rights Matrix and Select the Main Menu tab. On the right hand side of this tab there is a section that will list out the four types of users to include the Site Administrator, Content Administrator, Course Coordinator, and Event Manager along with the option to Use Defaults or Remove all Rights. The Root Admin has the option by user type to select to Use the System Default or to Remove all the setting that are currently assigned to that user type. To do so the Root Admin will select the option next to the user type. A prompt will appear asking the user to confirm. Once confirmed the screen values will change based on the option selected. If the defaults were chosen then the settings will change to what the current system values are, and if the remove all rights was selected then all values will now be unchecked.

ONPOINT DIGITAL LMS/LCMS and Mobile Learning Solu	tions				The page at demo.onpointdigital.com says: × Set administrative rights to default values for SA's?		
Users & Groups Content Assessments Skills & Games Events & Activit					OK Careel		
ADMINISTRATION: RIGHTS MATRIX					OK		
Main Menu Administrative Rights				L			
Users & Groups	SA	CA	сс	EM	Site Administratore (SA)	Lloo dofaulto	Pomovo all righto
Main Menu - Users & Groups	-		1	1	Contract Administrations (CA)	Use defaults	Remove all rights
Users & groups	1				Content Administrators (CA)	Use delauits	Remove all rights
Groups	-		•	1	Course Coordinator (CC)	Use defaults	Remove all rights
Job codes	•	•	•		Event Manager (EM)	Use defaults	Remove all rights
Locations	1	•		4			

	ONPOINT DIGITAL LMS/LCMS and Mobile Learning Solutions						The page at demo.onpo Remove all administrative righ	intdigital.com says:		
Users & Groups	Users & Groups Content Assessments Skills & Games Events & Activit					Events & Activit				
ADMINISTRATION: RIGHTS MATRIX								OK Cancel		
Main Menu Ad	ministrative I	Rights								
Users & Groups			SA	CA	сс	EM	A	01 41 11 1 1 1 1 1 1 1 1		D
Mair	n Menu - Us	ers & Groups	•		•			Site Administrators (SA)	Use defaults	Remove all rights
L. L	lsers & arou	DS	-	√	•	•		Content Administrators (C	A) <u>Use defaults</u>	Remove all rights
c	iroups		•	•	•	•		Course Coordinator (CC)	<u>Use defaults</u>	Remove all rights
J	ob codes				1			Event Manager (EM)	<u>Use defaults</u>	Remove all rights
L	ocations		1		1	*				

ADMINISTR	ATION: RIGHTS MATRIX					
Main Menu	Administrative Rights					
Users & Gro	Users & Groups		CA	СС	EM	Example if all rights were removed for th
	Main Menu - Users & Groups		1	1		for Main Menu item
	Users & groups		1	-	«	
	Groups		-	-	1	
	Job codes		-	-	1	
	Locations		1	-	1	
	Organization chart		1	1	1	
	Announcements		1	1	1	
	User & group reports		1	1		
Content		SA	CA	СС	EM	
	Main Menu - Content		1	1		
	Courses		1	1	1	
	Topics		1	1	1	
	Desse					

Note: This will change the settings based on the menu level. This will take away the access to the user type to be able to access this specific menu.

Defaults and Removing Rights: Administrative Rights

Go to the Administration Rights Matrix and Select the Administrative Rights tab. On the right hand side of this tab there is a section that will list out the four types of users to include the Site Administrator, Content Administrator, Course Coordinator, and Event Manager along with the option to Use Defaults or Remove all Rights. The Root Admin has the option by user type to select to Use the System Default or to Remove all the rights that are currently assigned to that user type. To do so the Root Admin will select the option next to the user type. A prompt will appear asking the user to confirm. Once confirmed the screen values will change based on the option selected. If the defaults were chosen then the settings will change to what the current system values are, and if the remove all rights was selected then all values will now be unchecked.

ONPOINT DIGITAL DIGITAL MARCHS and Mobile Learning Solutions						The page at demo.onpo Set administrative rights to def	intdigital.com says: ×		
Users & Groups	Content Assessmen	nts Skills & Ga	ames	Events	s & Activit				
	DN: RIGHTS MATRIX								
Home Page		S	A C	CA C	C EM	· · · · · ·	Site Administrators (SA)	Use defaults	Remove all rights
Hom	e page license informati	page license information 🕜 🗹 🖉			Content Administrators (CA)	Lise defaults	Remove all rights		
Hom	e page pending links	4					Course Coordinator (CC)	Use defaulte	Pomovo all righto
Users & Groups		S	A C	CA C	C EM		Event Menager (EM)	Lies defaults	Demove all rights
Add/	/edit users		V				Event manager (EIM)	use defaults	rxemove an rights



ADMINISTR Main Menu	RATION: RIGHTS MATRIX Administrative Rights						
Home Page		SA	CA	CC	EM	Example if all rights were removed for the	
	Home page pending links					System Administrator for features within	
Users & Gro	Users & Groups		CA	CC	EM	menu(s).	
	Add/edit users		1				
	Make assignments to users		1	1			
	Add/edit groups		1	-			
	Make assignments to groups		√	-			
	Add/edit job codes		1	-			

Note: This will change the settings based on the features within each of the menu(s). This will remove the access to the user type to be able to access these specific functions within the menu. Although the menu itself can be accessed certain functions within the menu may not be accessible to the user type.