

System User Access Definitions

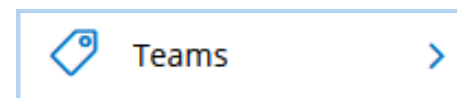
Teams

Teams

☐ Can Add ☐ Can Edit ☐ Can Delete ☐ Can Search ☐ Can Send Sms

This category relates to the Teams function of Consent2Go, located in the left hand menu

- **Can Add** – gives the user the ability to add new teams
- **Can Edit** – gives the user the ability to edit existing teams
- **Can Delete** – gives the user the ability to delete teams
- **Can Search** – gives the user access to view the Teams tab
- **Can Send SMS** – gives the user the ability to send messages as a SMS (if this function is enabled in the school)



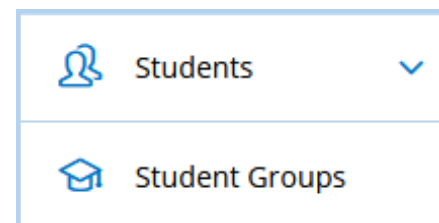
Student Groups

StudentGroups

☐ Can Add ☐ Can Edit ☐ Can Delete ☐ Can Search ☐ Can Send Sms

This category relates to the Student Group function of Consent2Go, located under the Student tab in the left hand menu

- **Can Add** – gives the user the ability to add new student groups
- **Can Edit** – gives the user the ability to edit existing student groups
- **Can Delete** – gives the user the ability to delete student groups
- **Can Search** – gives the user access to view the Student Group tab
- **Can Send SMS** – gives the user the ability to send messages as a SMS (if this function is enabled in the school)



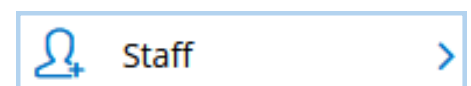
Staff

Staff

☐ Can Add ☐ Can Edit ☐ Can Delete ☐ Can Search ☐ Can Send Sms

This category relates to the Staff List function of Consent2Go, located in the left hand menu

- **Can Add** – gives the user the ability to add new staff
- **Can Edit** – gives the user the ability to edit existing staff information via the Staff list
- **Can Delete** – gives the user the ability to delete staff via the Staff list
- **Can Search** – gives the user access to view the Staff list
- **Can Send SMS** – gives the user the ability to send messages as a SMS (if this function is enabled in the school)



Please note, the Staff List is more for personal details or information relating to the staff in Consent2Go. User access and permissions is managed via the System User tab

System User Access Definitions

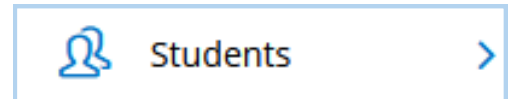
Student

Student

☐ Can Add
 ☐ Can Edit
 ☐ Can Delete
 ☐ Can Search
 ☐ Can Send Sms

This category relates to the Student List function of Consent2Go, located in the left hand menu

- **Can Add** – gives the user the ability to add new students
- **Can Edit** – gives the user the ability to edit existing student details
- **Can Delete** – gives the user the ability to delete students from the system
- **Can Search** – gives the user access to view the Student list
- **Can Send SMS** – gives the user the ability to send messages as a SMS (if this function is enabled in the school)



Student Timeline

StudentTimeline

☐ Can Search

Giving the staff member this 'Can Search' access, will enable the user to view the Student's Timeline. This is a log of all changes made to a student's record within Consent2Go – or any invitations sent.



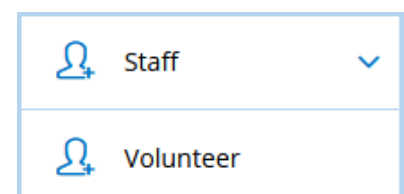
Volunteer

Volunteer

☐ Can Add
 ☐ Can Edit
 ☐ Can Delete
 ☐ Can Search

This category relates to the Volunteer function of Consent2Go, located under the Staff tab in the left hand menu

- **Can Add** – gives the user the ability to add new Volunteers
- **Can Edit** – gives the user the ability to edit existing Volunteer information
- **Can Delete** – gives the user the ability to delete Volunteers
- **Can Search** – gives the user access to view the Volunteer list



System User Access Definitions

Requests, Grounds, Training and Fixtures

These Categories all relate to our Activities2Go Package, which allows the school to manage extracurricular events via Consent2Go. Please ask our support staff for more information regarding this package if you are interested in utilising these functions.

Requests

☐ Can Approve ☐ Can Decline ☐ Can Search

Grounds

☐ Can Add ☐ Can Edit ☐ Can Delete ☐ Can Search

Training

☐ Can Add ☐ Can Edit ☐ Can Delete ☐ Can Search

Fixtures

☐ Can Add ☐ Can Edit ☐ Can Delete ☐ Can Search

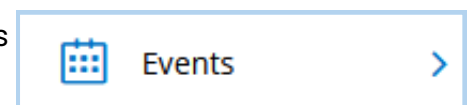
Events

Events

☐ Can Add ☐ Can Edit ☐ Can Delete ☐ Can Search ☐ Can Send Sms ☐ Can Send Invitations

This category relates to the Events function of Consent2Go, located in the Event tab in the left hand menu

- **Can Add** - gives the user the ability to add Events
- **Can Edit** - gives the user the ability to edit existing Events
- **Can Delete** - gives the user the ability to delete or cancel Events
- **Can Search** - gives the user access to view the Event list
- **Can Send SMS** - gives the user the ability to send messages as a SMS (if this function is enabled in the school)
- **Can Send Invitations** - gives the user the ability to send out event invitations



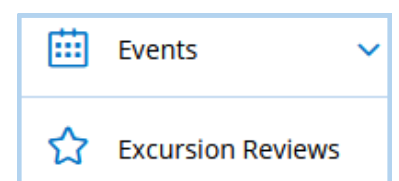
Post-Excursion Reviews

PostExcursionReviews

☐ Can Add ☐ Can Edit ☐ Can Delete ☐ Can Search

This category relates to the Post-Excursion Review function of Consent2Go, located under the Event tab in the left hand menu

- **Can Add** - gives the user the ability to add P.E Reviews
- **Can Edit** - gives the user the ability to edit existing P.E Reviews
- **Can Delete** - gives the user the ability to delete P.E Reviews
- **Can Search** - gives the user access to view the P.E Review tab & list



System User Access Definitions

Permissions

Permissions

☐ Can Add ☐ Can Edit ☐ Can Delete ☐ Can Search

This category relates to the Permissions function of Consent2Go, located in the left hand menu

- **Can Add** – gives the user the ability to add new Permissions
- **Can Edit** – gives the user the ability to edit existing Permissions
- **Can Delete** – gives the user the ability to delete Permissions
- **Can Search** – gives the user access to view the Permission list



Permissions

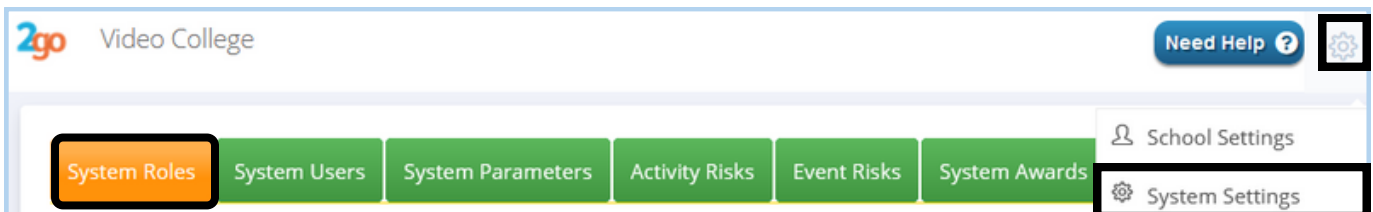
System Roles

SystemRoles

☐ Can Add ☐ Can Edit ☐ Can Delete ☐ Can Search

This category relates to the System Roles function of Consent2Go, located in the System Settings tab under the cogwheel.

- **Can Add** – gives the user the ability to add new System Roles
- **Can Edit** – gives the user the ability to edit existing System Roles
- **Can Delete** – gives the user the ability to delete System Roles
- **Can Search** – gives the user access to view the System Role list



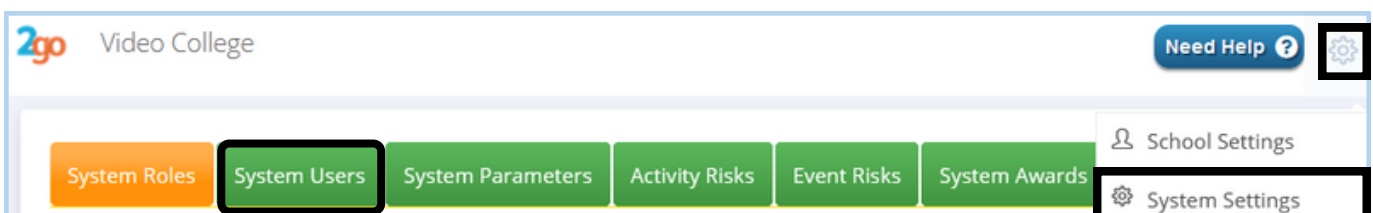
System Users

SystemRoles

☐ Can Add ☐ Can Edit ☐ Can Delete ☐ Can Search

This category relates to the System Users function of Consent2Go, located in the System Settings tab under the cogwheel.

- **Can Add** – gives the user the ability to add new System Users
- **Can Edit** – gives the user the ability to edit existing System Users
- **Can Delete** – gives the user the ability to delete System Users
- **Can Search** – gives the user access to view the System Userslist



System User Access Definitions

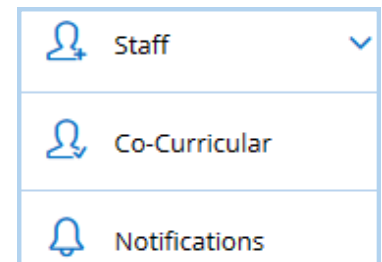
System Notifications

SystemNotifications

- ☐ Can Add ☐ Can Edit ☐ Can Delete ☐ Can Search

This category relates to the Notifications function of Consent2Go, located in the left hand menu under the Staff tab

- **Can Add** - not currently relevant
- **Can Edit** - gives the user the ability to edit a System Users notification subscriptions
- **Can Delete** - not currently relevant
- **Can Search** - gives the user access to view the Notification list



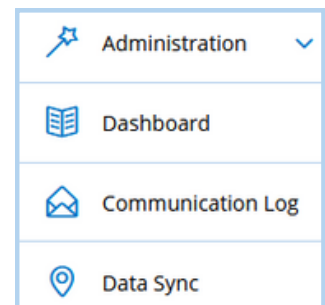
Data Sync Log

DataSyncLog

- ☐ Can Edit ☐ Can Search

This category relates to the Data Sync Log of Consent2Go, located under the Administration tab in the left hand menu

- **Can Edit** - gives the user the the ability to action items in the Data Sync Log
- **Can Search** - gives the user access to view the Data Sync Log

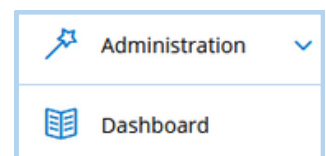


Dashboard

The Dashboard function appears under the Administration tab. Using the below access options, the user can see the different categories of information that appear in the Dashboard

Dashboard

- ☐ Photo Permissions ☐ Emergency Medical
☐ Expiring Medications ☐ Expiring Medical Documents
☐ Student Covid Vaccinations ☐ Staff Covid Vaccinations
☐ View Medication Plans Dashboard



System User Access Definitions

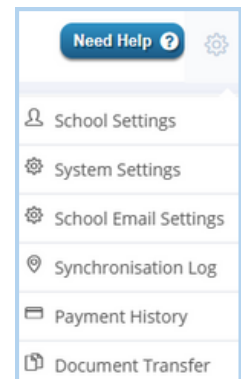
Document Transfer

DocumentTransfer

☐ Can Add ☐ Can Edit ☐ Can Delete ☐ Can Search

The Document Transfer function allows the user to safely store and pass on documents between other staff or the C2G Support Team, and is located under the Cogwheel.

- **Can Add** – allows the user to upload documents here
- **Can Edit** – not currently relevant
- **Can Delete** – allows the user to remove uploaded documents
- **Can Search** – gives the user access to view the Document Transfer tab



Manage Overrides

Manage Overrides

☐ Event / Excursion Approval Override ☐ Event Low Risk Allowed
☐ Event / Excursion Respond for Parent ☐ Excursion Low Risk Allowed
☐ Consent2Go App Show All Events ☐ Consent2Go App Show All Teams
☐ Risk All Complete
☐ Consent2Go App Nurse Mode

The different manage overrides allows the user to take certain actions as outlined below.

- **Event / Excursion Approval Override** – Gives the user the ability to approve events on behalf of the users in the approval stream.
- **Event / Excursion Respond for Parent** – Gives the user the ability to mark a child as attending on behalf of a parent/guardian
- **Event Low Risk Allowed** – Gives the user the ability to add Low Risk Events
- **Excursion Low Risk Allowed** – Gives the user the ability to add Low Risk Excursions
- **Risk All Complete** – Allows the use to click the 'Check All Mitigations' box when reviewing risks in their event, rather than ticking the box one by one.
- **Consent2Go App Show All Events** – Shows all events hosted by the school in the Staff App
- **Consent2Go App Show All Teams** – Shows all teams in the school in the Staff App
- **Consent2Go App Nurse Mode** – Allows the user to switch into the Staff App Nurse Mode

System User Access Definitions

Manage

Manage

- | | |
|--|---|
| <input type="checkbox"/> Manage School Settings | <input type="checkbox"/> Manage System Parameters |
| <input type="checkbox"/> Manage Stripe Payments Settings | <input type="checkbox"/> Manage Event Parameters |
| <input type="checkbox"/> View Communication Logs | <input type="checkbox"/> View Payment History Logs |
| <input type="checkbox"/> Manage School Email Settings | <input type="checkbox"/> Verify Vaccination and Medical Documents |

The different manage options allows the user to take view and edit certain areas of the system, as outlined below:

- **Manage School Settings** – grants the user access to view and edit the School Settings tab, located under School Settings in the cogwheel.
- **Manage System Parameters** – grants the user access to view and edit the System tab, located under System Settings in the cogwheel.
- **Manager Stripe Payment Settings** – grants the user access to view and edit the Payment Settings, located under School Settings in the cogwheel.
- **Manage Event Parameters** – grants the user access to view and edit the Event Risk and Activity Risk tabs, located under System Settings in the cogwheel.
- **View Communication Logs** – grants the user access to view the Communication Log located under the Administration tab
- **View Payment History Logs** – grants the user access to view the Payment History Log located under the cogwheel
- **Manage School Email Settings** – grants the user access to view and edit the Email Settings tab, used primarily for the Activities2Go package
- **Verify Vaccination and Medical Documents**– grants the user access to view and verify medical documents within a students record

System Providers, Service Providers, Game Formations and Invitations

These Categories all relate to our Activities2Go Package, which allows the school to manage extracurricular events via Consent2Go. Please ask our support staff for more information regarding this package if you are interested in utilising these functions.

SystemProviders

- ☐ Can Add ☐ Can Edit ☐ Can Delete ☐ Can Search

ServiceProviders

- ☐ Can Add ☐ Can Edit ☐ Can Delete ☐ Can Search

GameFormation

- ☐ Can Add ☐ Can Edit ☐ Can Delete ☐ Can Search

Invitations

- ☐ Can Add ☐ Can Edit ☐ Can Delete ☐ Can Search