A Guide to Roles for School Administrators

This shows the roles within RM Integris that are most suitable for an office administrator. To allocate roles go to Modules > System Management > User Management > select user > edit > Roles and then move Available Roles across to Assigned Roles. Then Save, log out and log back in again to activate the new role. If you have any problems, please call your regular support provider.

Activity	Role	Role Description
Admin	ADMIN	Administrator Role
Admin without staff	ADMIN_NO_STAFF	Administrator Role without access to Staff data
Alerts	AlertsUser	Access to RM Alerts screen
Behaviour	Behaviour	Behaviour Role
	Behaviour_QuickEntry	Access to Behaviour Quick Entry screens
Cover	COVER	Cover Module
Ad Hoc Reporting	AdhocReports	Ad hoc Report Role
	CreateAdvancedReport	Create Advanced Report
	CreateFlexibleReport	Create Flexible Report
	FlexibleReportUser	Run flexible reports created by other users
	AdvancedReportUser	Run advanced reports created by other users
	AdhocReportStaffStd	Access reports containing standard staff data.
	AdhocReportStaffAll	Access reports containing all staff data.
	AdhocReportAuditAll	Access reports containing audit data.
	AdhocReportStudAll –	Access reports containing student data.
	AdhocReportSuperUser	Save reports in the school report folder
Mobile	MOBILE_USER	Access to Integris using mobile devices
RM Intelligence	RMIntelStaff	RM Intelligence - Staff data
	RMIntelStudentPri	RM Intelligence - Primary school student data
	RMIntelStudentSec	RM Intelligence - Secondary school student data
Reporting to parents	RTPAPPROVER	RTP Approver
	RTPUSER	RTP User
Locks	SHOW_MY_LOCKS	Show locks for myself
	SHOWLOCKSFORALLUSERS	Show other users locks
Staff Document Storage	StaffDocStoreDelete	Permission to delete staff documents
	StaffDocStoreEdit	Permission to edit staff documents
	StaffDocStoreStore	Permission to upload and store staff documents
	StaffDocStoreView	Permission to view and download staff documents
Student Document Storage	StudDocStoreDelete	Permission to delete student documents
	StudDocStoreEdit	Permission to edit student documents
	StudDocStoreStore	Permission to upload and store student documents
	StudDocStoreView	Permission to view and download student documents
Student Profiles	STUDENT_PROFILE	View Student Profile popups
	STUDPROFILESETTINGS	Access Student Profile Settings
Web Services	WEBSERVICE	Web service role for data extraction. Only suitable for data controllers.

Role	This gives access to:
ADMIN	ADMINISTRATION (Admissions, speed editing, UDIs, utilities, year end), ACCOUNT, ASSESSMENT (planning, markbooks and analysis), ATTENDANCE (absence tracking and follow-up, register, settings, week view, speed entry, tracking, reports and student view), BEHAVIOUR (management, parameters, tracking, analysis, export, on report, quick entry, reports, utilities, preferences), CENSUS (Post-16 and School - Healthcheck, management, data, errors & queries and summary), GROUPS, PARAMETERS, ALERTS, SCHOOL DETAILS, SCHOOL DIARY, SECURITY (roles and users), STAFF (contact details, qualifications, medical, UDIs, training, find, groups, clearance, contracts), STUDENTS (add, find, delete, contacts, siblings, family, groups, key stage, medical, parental consent, enrolment, SEN, UDIs, teaching sets, notes, photos, find, view), EXAMS (reports, exports, performance, base data, EDIs, entries, forecasts, parameters, results, clashes, utilities), MOBILE, AD HOC (menu, manager), REPORTS (admin, attendance, key stage, staff), REPORTING TO PARENTS, SWF CENSUS, SYSTEM ADMIN (preferences, user management, user profile)
ADMIN_NO_STAFF	As ADMIN, but excludes ACCOUNT, STAFF (contact details, qualifications, medical, UDIs, training, find, groups, clearance, contracts), STUDENTS (parental consent), REPORTING TO PARENTS, SWF CENSUS
AlertsUser	RM ALERTS
Behaviour	BEHAVIOUR (management, parameters, tracking, analysis, export, on report, reports, utilities, preferences), but excludes (quick entry)
Behaviour_QuickEntry	BEHAVIOUR (quick entry), but excludes other BEHAVIOUR functions
COVER	COVER (allocation, parameters, availability, periods, qualifications, find, speed entry, report)
AdhocReports	AD HOC REPORTING (manager and menu)
CreateAdvancedReport	AD HOC REPORTING - ADVANCED (create report)
CreateFlexibleReport	AD HOC REPORTING - FLEXIBLE (create report)
FlexibleReportUser	AD HOC REPORTING - FLEXIBLE (run report)
AdvancedReportUser	AD HOC REPORTING - ADVANCED (run report)
AdhocReportStaffStd	AD HOC REPORTING - FLEXIBLE/ADVANCED (Staff data on core, name, details,personal, contacts, activities, groups and UDI)
AdhocReportStaffAll	AD HOC REPORTING - FLEXIBLE - As AdhocReportStaffStd, but includes absences, qualifications, teaching sets and training
AdhocReportAuditAll	AD HOC REPORTING - FLEXIBLE/ADVANCED (Data on username, first name, surname, created date, IP address, module, page, action record, details and user c)ount
AdhocReportStudAll –	AD HOC REPORTING - FLEXIBLE/ADVANCED (Student data on core, contextual, language, name, additional, personal details, contact details, attendance by year, behaviour by year, key stage, group, teaching set, session attendance, assessment, exams results, student behaviour, student achievement, exam entries, on report and parental consent)
AdhocReportSuperUser	AD HOC REPORTING - FLEXIBLE/ADVANCED (save to school report folder)
MOBILE_USER	MOBILE (registration, behaviour, student profile, evacuation)
RMIntelStaff	RM INTELLIGENCE (staff data only)
RMIntelStudentPri	RM INTELLIGENCE (primary students)
RMIntelStudentSec	RM INTELLIGENCE (secondary students)
RTPAPPROVER	REPORTING TO PARENTS (comments and targets, reporting cycles, report writing, approval, status and printing, remove class and teaching set)
RTPUSER	As RTP APPROVER, but excludes remove class and teaching set
SHOW_MY_LOCKS	MY LOCKS (view and delete)
SHOWLOCKSFORALLUSERS	USER LOCKS (view and delete other users' locks)
StaffDocStoreDelete	STAFF DOCUMENTS (view, delete)
StaffDocStoreEdit	STAFF DOCUMENTS (view, edit)
StaffDocStoreStore	STAFF DOCUMENTS (view, store)
StaffDocStoreView	STAFF DOCUMENTS (view)
StudDocStoreDelete	STUDENT DOCUMENTS (view, delete)
StudDocStoreEdit	STUDENT DOCUMENTS (view, edit)
StudDocStoreStore	STUDENT DOCUMENTS (view, store), STUDENT (communicate)
StudDocStoreView	STUDENT DOCUMENTS (view)
STUDENT_PROFILE	STUDENT PROFILE (view)
STUDPROFILESETTINGS	STUDENT PROFILE (edit and view)
WEBSERVICE	APPS (view, grant and deny access to school data)