

# User Roles and Security in the VMS System

## Chapter Logins

Login ID: ChapterName-Admin1 Password: ChapterName1 (Hours Keeper)

Login ID: ChapterName-Admin2 Password: ChapterName1 (Chapter CBC access)

Login ID: ChapterName-Admin3 Password: ChapterName1 (Opportunity Approver)

Policy will be to change the login name (not login ID) to the actual person using the account. All users will have their own login ID.

## Roles

Two roles defined:

- Role CBC- Role is used only for chapter users who manage criminal background checks. All information is viewable to these users.
- Role Non CBC- Role is used for all other chapter users. Criminal background check information is not available/ viewable to these users.

## Folder Security

Each login has access to the following folders:

- Chapter
- Master Naturalist (published opportunities)
- Recycle Bin (record recovery)
- All Data

The all data folder shows only the data that the user has access to. The My Data folder shows a filtered version of the data that a user can see. Decided to not show this folder because it could create some confusion.

The Hours Keeper Role will have access to the Inbox for moving applicants and transferees.

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## Volunteer Profile Security

Decision was made to not hide the Birth Date field.

The field is now required for TPWD CBC check process.

The preferred default is 1/1/1900.

The screenshot shows a web browser window with the title "eCoordinator 7.1 - Volunteer Profile - Internet Explorer, enhanced for Bing and MSN". The address bar shows "https://ec.volunteernow.com/coordinator/index.php#". The main content area is titled "Volunteer Profile: Annual, Midcoast". Below the title are several tabs: "Personal", "Ethnic Background", "User Defined", "Language", "Registration", "Emergency Contact", "Attachments", and "History". The "Personal" tab is selected. The form contains the following fields and sections:

- Salutation:** Mr. (dropdown)
- \*First Name:** Midcoast
- Middle Name or Initial:** (text field)
- \*Last Name:** Annual
- Genders:** None (dropdown)
- Birth Date:** (text field, highlighted with a red circle)
- Mailing Address:** (text field)
- Apt. #:** (text field)
- City:** (text field)
- State:** Texas (dropdown)
- County:** Choose a county (dropdown)
- Zip:** (text field)
- Country:** United States (dropdown)
- \*User ID:** manual1
- \*Password:** (password field)
- \*Password Verify:** (password field)
- Home Phone:** (text field)
- Cell Phone:** (text field)
- Email Address:** (text field)
- Verify Email:** (text field)
- When is the best time to contact you?** (dropdown menu)
- Activity Status:** Active (dropdown menu)

At the bottom of the form are four buttons: "Next", "Apply", "Finish", and "Cancel".