



Web Navigator User Manual

Administrator Permissions

Summary

There are two types of administrator permissions: Web Navigator (Org User) permissions and Principal (Campus User) permissions. Web Navigator permissions allow you to give someone access to the Web Navigator while limiting what that person can do and see, as well as limiting which schools and employee types that person has access to. Principal permissions allow you to modify what Campus Users can and cannot do through their Web site as well as what schools and employee types they have access to.

Organization Users and Campus Users

There are two types of users you can create permissions for, Campus Users and Organization Users.

Campus Users

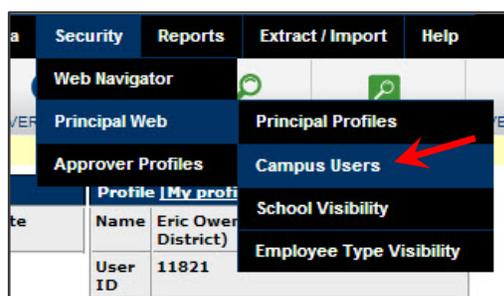
Campus Users are typically principals or secretaries who will need school access. These users will log into www.aesoponline.com with their ID and PIN.

Organization Users

Org Users are district level users who will need access to the Web Navigator. These users will log into www.aesoponline.com/navigator.

The setup for these users is very similar although the permissions themselves will be different. Here we will look at the steps to set up a Campus User. You would follow the same steps to set up an Org User.

Creating a Campus User



In this guide we will first look at how to add a new Campus User then we will cover creating and assigning the Permission and Visibility Profiles.

To get to the Campus Users page go to **Security > Principal Web > Campus Users**.

Navigation tabs: CREATE ABSENCE, CREATE VACANCY, ABSENCE MODIFY, DAILY REPORT, VERITIME, SCHOOL, FIND EMPLOYEE, FIND SUBSTITUTE, LIVE H

Links: [Aesop Edge Classes](#), [Frontline Events](#)

[Add Campus User](#) (indicated by a red arrow)

Select a Campus User

Please type the first few letters.

Name	Phone	Email	School Visibility Profile	Login History
Markov, Tara	() -	Terra@titan.com	All Schools	View
Queen, Oliver	() -	oliver.queen@arrow.com	Ackbar	View
Smith, Mickey	() -	agoins@frontlinetechnologies.com	Walker Middle School	View

To add a new Campus User click the link [Add Campus User](#).

User: [Smith, Mickey](#)
General Information
Last Update: 4/22/2013 3:03:29 PM

First Name	Middle Name	Last Name	Active
* Mickey		* Smith	<input checked="" type="checkbox"/>

Web Login ID: * GL2001 (1) [Login History](#)

Send Email: for Approvals (3), for Feedback, for Event Notification

Distribution Lists: Campus Users (2)

- 1 **Web Login ID:** This ID will be used with the PIN for the Campus User to log into Aesop. It can be alphanumeric and must be unique across all Aesop districts.
- 2 **Distribution Lists:** You can add or remove this Campus User from any report distribution list that has been set up.
- 3 **Send Email:** Choose what events the Campus User should receive email notifications for.

For Approvals: The Campus User will receive absence approval emails

For Feedback: The Campus User will receive emails about feedback such as a low feedback notifications

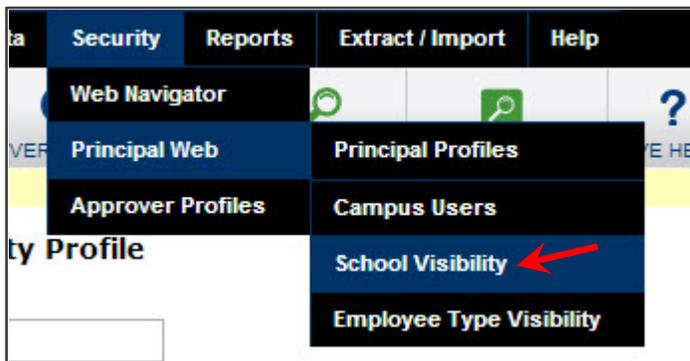
For Event Notification: The Campus User will receive absence notification emails for all employees who fall within their visibility

The screenshot shows a user profile configuration form. At the top, there are fields for 'Phone' and 'Email' (containing 'mickey@tardis.com'). Below these are three rows of dropdown menus: 'Permission Profile' (selected 'Mickey Smith'), 'School Visibility Profile' (selected 'Walker Middle School'), and 'Employee Type Visibility Profile' (selected 'All Staff'). The 'Approver Profile' dropdown is selected 'Principal Approval Setup' and has a 'New' link next to it. At the bottom, there is a 'Pin' field with '1313', a 'Change Pin' link, a 'Pin Expired' checkbox (checked), and a 'Pin Expires' field. Action buttons 'Remove', 'Edit', 'Apply Changes', and 'Cancel' are at the bottom. A note states 'Fields marked with an asterisk * are required.' Red circles with numbers 1-4 highlight the dropdown menus.

- 1 **Permission Profile:** Select the set of permissions that you want this Campus User to have.
- 2 **Employee Type Visibility Profile:** Select the profile for which employee type you want this Campus User to see.
- 3 **School Visibility Profile:** Select the profile for which schools you want this Campus User to see.
- 4 **Approver Profile:** Select which approver profile to assign to this Campus User. Approver profiles are covered in more detail in the Absence Approvals Topical Guide.

Create a School Visibility Profile

To get to the School Visibility Profile List go to **Security > Principal Web > School Visibility**.



To create a new School Visibility Profile click the link [Add a New Profile](#).

School Visibility Profile List			
Profile Name	Profile Description	Profile	Associate
Ackbar (11/13/2009 9:44 AM)	Ackbar	View Edit	View Associate
All Schools (12/17/2009 3:45 PM)	All Schools	View Edit	View Associate

Name the profile to distinguish it from other school visibility profiles. Also give the profile a description.

[Return to Profile List](#)

Profile Name: * Walker Middle School

Profile Description: Visibility for Walker Middle

Click the **Details** button to choose specific schools.

[Return to Profile List](#)

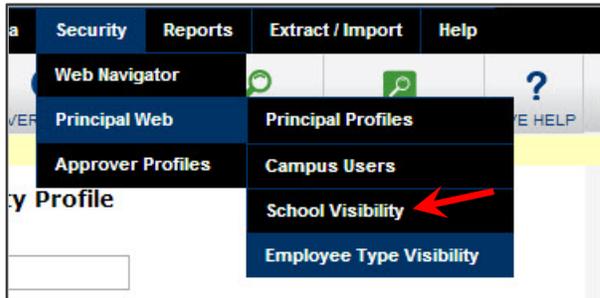
Profile Name: * Walker Middle School

Profile Description: Visibility for Walker Middle

Category	Permission	Allowed	
		All	None
Institution	<input type="radio"/> All <input type="radio"/> None All Allowed	<input type="checkbox"/>	<input type="checkbox"/>
		Details	
	Victoria County Community Schools	<input checked="" type="checkbox"/>	
	Administration Building	<input checked="" type="checkbox"/>	
	Beacon School	<input checked="" type="checkbox"/>	
	VC Elementary Schools	<input checked="" type="checkbox"/>	
	Columbia Elementary School	<input checked="" type="checkbox"/>	
	Duquesne Elementary School	<input checked="" type="checkbox"/>	
	Jaspers Elementary School	<input checked="" type="checkbox"/>	
	Sawyer Elementary School	<input checked="" type="checkbox"/>	
	VC High Schools	<input checked="" type="checkbox"/>	
	Hamner High School	<input checked="" type="checkbox"/>	
	Vanderbilt High School	<input checked="" type="checkbox"/>	
	Williams High School	<input checked="" type="checkbox"/>	
	VC Middle Schools	<input checked="" type="checkbox"/>	
	Dell Middle School	<input checked="" type="checkbox"/>	
	Walker Middle School	<input checked="" type="checkbox"/>	

Be sure to **Apply Changes** when finished.

Create an Employee Type Visibility Profile



To get to the Employee Type Visibility Profile List go to **Security > Principal Web > Employee Type Visibility**.

To create a new Employee Type Visibility Profile click the link [Add a New Profile](#).

Employee Type Visibility Profile List			
Profile Name	Profile Description	Profile	Associate
All Staff (4/4/2013 11:25 AM)	All Staff	View Edit	View Associate
Nurses (7/14/2010 1:39 PM)	Nurses	View Edit Delete	View Associate

Name the profile and give it a description:

[Return to Profile List](#)

Profile Name: * Grounds

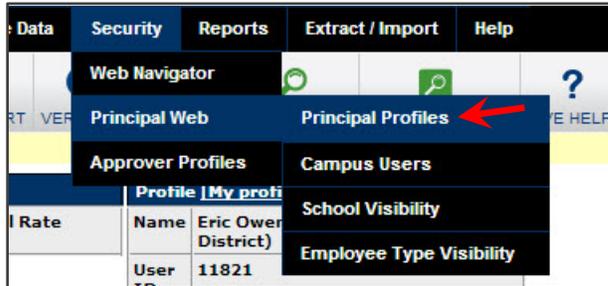
Profile Description: Visibility for Grounds Employees

Click **Details** to expand the list of Employee Types:

Category	Permission	Allowed	
		All	None
WorkerType	<input type="radio"/> All <input type="radio"/> None None Allowed <input type="button" value="Details"/>		
	Teacher	<input type="checkbox"/>	
	Nurse	<input type="checkbox"/>	
	Principal	<input type="checkbox"/>	
	Janitor	<input type="checkbox"/>	
	Paraprofessional	<input type="checkbox"/>	
	Security	<input type="checkbox"/>	
	Secretary	<input type="checkbox"/>	

Check the box for the employee type/types you want visible to anyone you assign this profile to. Don't forget to click **Apply Changes** to save the profile.

Create a Permission Profile



To get to the Principal Permission Profile List go to **Security > Principal Web > Principal Profiles**.

To create a new Permission Profile click the link [Add a New Profile](#).

Principal Permission Profile List			
Profile Name	Profile Description	Profile	Associate
Mickey Smith (6/20/2012 10:56 AM)	Mickey Smith	View Edit	View Associate
Principal Permissions (4/4/2013 11:25 AM)	Principal Permissions	View Edit	View Associate

Enter the name and description of this profile. If a profile is for school secretaries, you could name it "Principal Permissions". You might also choose to name the profile for specific permissions that are granted within, like "Principals that can approve".

[Return to Profile List](#)

Profile Name: *

Profile Description:

Category	Permission	Allowed	
		All	None
Absence Feedback	<input type="button" value="All"/> <input type="button" value="None"/> Some Allowed	<input type="button" value="Details"/>	
	Add Substitute Experience Feedback	<input checked="" type="checkbox"/>	
	Add Substitute Performance Feedback	<input type="checkbox"/>	
	Edit Substitute Experience Feedback	<input checked="" type="checkbox"/>	
	Edit Substitute Performance Feedback	<input checked="" type="checkbox"/>	
	View Substitute Experience Feedback	<input checked="" type="checkbox"/>	
	View Substitute Feedback Score	<input type="checkbox"/>	
	View Substitute Performance Feedback	<input checked="" type="checkbox"/>	
Absence Reports	<input type="button" value="All"/> <input type="button" value="None"/> All Allowed	<input type="button" value="Details"/>	

Note: For a comprehensive list of all permissions available to the Campus User and what each permission means, see the Topical Guide "Campus User Setup and Permissions" in the Web Navigator Training and Reference Materials.

Below the Profile Name and Description are the list of Categories for the permissions, as well as the editing controls for each category.

1 Category	2 Permission	3 Allowed <input type="button" value="All"/> <input type="button" value="None"/>
Absence Feedback	<input type="button" value="All"/> <input type="button" value="None"/> Some Allowed	<input type="button" value="Details"/>
Absence Reports	<input type="button" value="All"/> <input type="button" value="None"/> All Allowed	<input type="button" value="Details"/>

- 1 The **Category** column lists the different groups of permissions
- 2 The **Permission** column tells you how many of the permissions are allowed to a user with this profile, and also allows you to turn on/off all permissions within this category by clicking "All" or "None"
- 3 The **Allowed** column has two functions. 1.) You can turn on/off ALL permissions by clicking "all" or "none". 2.) When you click the **Details** button, all permissions that belong to that category become visible.

Category	Permission	Allowed <input type="button" value="All"/> <input type="button" value="None"/>
Absence Feedback	<input type="button" value="All"/> <input type="button" value="None"/> Some Allowed	<input type="button" value="Details"/>
	Add Substitute Experience Feedback	<input checked="" type="checkbox"/>
	Add Substitute Performance Feedback	<input type="checkbox"/>
	Edit Substitute Experience Feedback	<input checked="" type="checkbox"/>
	Edit Substitute Performance Feedback	<input checked="" type="checkbox"/>

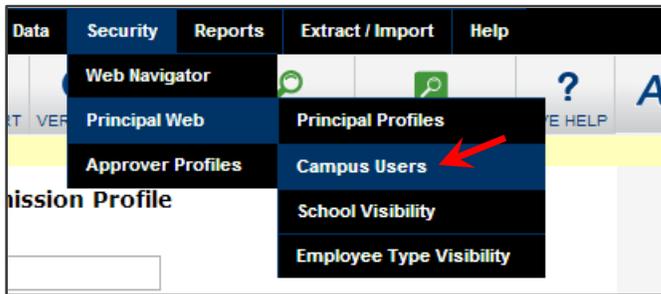
All items that are checked are "default" permissions that are assigned to new permission profiles. Check or uncheck the permissions as needed.

Click **Apply Changes** to save the permission profile.

Assigning Profiles

Once you have created the School Visibility, Employee Type Visibility and Permission Profiles you can assign them to your Campus Users. The easiest way to do this is to simply go to the Campus User's general information page and select the correct profiles from the drop down menus.

To get to the Campus Users go to **Security > Principal Web > Campus Users**.



Click on the name of the Campus User you would like to review.

Please type the first few letters.

Name	Phone	Email	School Visibility Profile	Login History
Markov, Tara	() -	Terra@titan.com	All Schools	View
Queen, Oliver	() -	oliver.queen@arrow.com	Ackbar	View
Smith, Mickey	() -	mickey@tardis.com	Walker Middle School	View

Click the **Edit** button on that Campus User's page and then you can select the proper profiles for that person. Then, choose the correct Permission, School Visibility and Employee Type Visibility Profiles for this Campus User.

Send Email

for Approvals
 for Feedback
 for Event Notification

Distribution Lists

undefined
 Campus Users [remove](#)

Phone

Email

Permission Profile

School Visibility Profile

Language

Employee Type Visibility Profile

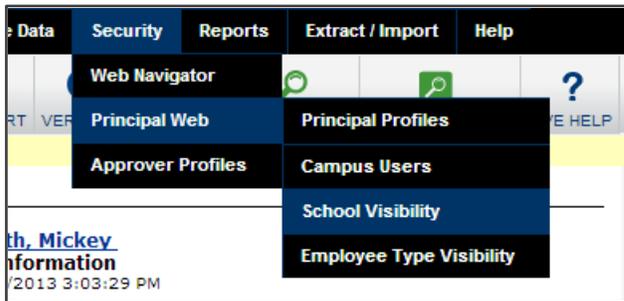
Approver Profile [New](#)

Pin *

Pin Expired

Pin Expires

Associating Profiles



You can assign a Visibility or Permission Profile to many Campus Users at the same time by going to the profile and “associating” it.

To do this go to **Security > Principal Web >** (choose which type of profile you want to associate Principal Profiles, School Visibility, or Employee Type Visibility).

School Visibility Profile List			
Profile Name	Profile Description	Profile	Associate
Ackbar (11/13/2009 9:44 AM)	Ackbar	View Edit	View Associate
All Schools (12/17/2009 3:45 PM)	All Schools	View Edit	View Associate

Click the [Associate](#) link next to the profile you’d like to attach to Campus or Organization Users.

Add a new profile | [Return to Profile List](#)

Profile Name:	Ackbar
Profile Description:	Ackbar

Select from the following list:

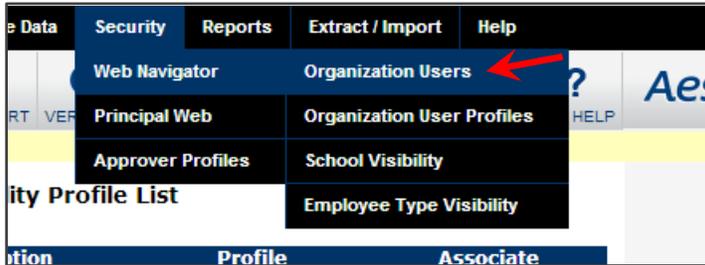
Select	Type	Name	Current associated profile
<input type="checkbox"/>	Org	Victoria County School District	Org Default Behavior
<input type="checkbox"/>	Org User	Goins, Aaron	All Schools
<input checked="" type="checkbox"/>	Campus User	Markov, Tara	All Schools
<input type="checkbox"/>	Campus User	Queen, Oliver	Ackbar
<input checked="" type="checkbox"/>	Campus User	Smith, Mickey	Walker Middle School
<input type="checkbox"/>	Org User	Winchester, Dean	All Schools

Choose the Campus Users you would like to associate this profile to by checking the boxes.

Click **Apply Changes** to save.

Organization User Setup

In the previous pages we have covered the set-up of Campus Users and associated profiles to the Campus Users. The set up for Organization Users is the same except instead of going to **Security** > **Principal Web** you would go to **Security** > **Web Navigator** > (choose what you would like to create or edit).



Example of Organization User General Information page:

General Information
Optional Features

General Information

First Name	Middle Name	Last Name	Active
* <input type="text"/>	<input type="text"/>	* <input type="text"/>	<input checked="" type="checkbox"/>
Web Login ID			
* <input type="text"/>			
Send Email		Distribution Lists	
<input type="checkbox"/> for Approvals <input type="checkbox"/> for Feedback <input type="checkbox"/> for Event Notification		<input type="text" value="undefined"/>	
Phone		Email	
<input type="text"/>		<input type="text"/>	
Permission Profile		School Visibility Profile	
<input type="text" value="None selected"/>		<input type="text" value="None selected"/>	
Employee Type Visibility Profile		Approver Profile	
<input type="text" value="None selected"/>		<input type="text" value="None selected"/> New	
Pin	Pin Expired	Pin Expires	
* <input type="text"/>	<input checked="" type="checkbox"/>	<input type="text"/>	
<input type="button" value="Apply Changes"/>		<input type="button" value="Cancel"/>	

Fields marked with an asterisk * are required.