

Administrative Levels and the Scope of Access

To understand the scope of your access in the national database, you must first understand your administrative rights. Administrative rights are given to an individual at **one** level of the Society.

Administrators have the ability to view, edit, delete and add at the level at which their access is granted. They can manage membership, complete annual reports, and add special works.

There are five basic levels of administrative rights.

1. Super Administrator
2. National Administrator
3. Archdiocese or Diocese Administrator
4. District Council Administrator
5. Conference Administrator

A Super Administrator has the ability to do anything in the database. There are only two individuals with this access, Michael Schottenhaml, IT specialist at the National Council Office and Bart Neidner, designer of the database and website. Only super administrators can make structure changes to the database including adding and deleting conference, councils, ect. Any needed structure changes must be handled by request to the National Office IT department.

Those with National Administrator access are the National Office staff. National Administrators can make various edits to information in the database, view the Society at all levels and access all annual reports. National Administrator access is granted by the Super Administrator.

An Archdiocesan or Diocesan Administrator is assigned rights by a Super Administrator. Once the access is given, a Diocesan Administrator can view, delete, edit, move and add members at the Diocese level and below. This means that the Diocesan Administrator has the ability to manage the diocesan council, district councils, and all conferences in the diocese. The Diocesan Administrator has access to all annual reports in the diocese including councils, conferences, stores and special works. The Diocesan Administrator can also assign administration rights to any member at or below their administrative level.

District Council Administrators are assigned rights by the Diocesan Administrator. Once access is given, the District Council Administrator has the ability to view, delete, edit, move and add members for their council and all conferences within said council. District Council Administrators have access to annual reports for all entities in their district including conferences, stores, special works and the council itself. Additionally, the District Council Administrator can assign administration rights to any member of their Council and any conference within it.

Conference Administrators are assigned rights by either their District Council or Diocesan Administrator. Once administrator status is granted, a Conference administrator has the ability to view, edit, delete and

add members for their conference. They can also complete annual reports for their conference and any special works associated with it.