

Giving Supervisors Appropriate Access to Oversee Users

- Supervisors are given specific rights to view and edit certain people and applications for their TargetSolutions site.
- Only Administrators can give and manage supervisor access.

The screenshot displays the 'VIEW USER: TEST USER' page in the TargetSolutions administration interface. The navigation bar at the top includes 'Home', 'Administration', 'Community Resources', 'Account', and 'Help'. The breadcrumb trail shows 'Manage Users > Select Users > Manage Selected Users > View User: Test User'. The 'Access' tab is selected and highlighted with a red circle. Below the tabs, the 'Functional Access' section is highlighted with a red box and contains the following items:

- Activities Builder**
 - Activities Builder
- Assignments**
 - Create New Assignments
 - Delete Assignments
 - Edit Assignments
 - Save and Assign
- Completions**
 - Delete Completions
 - Record Completions
 - Validate Completions
- Course Library**
 - Course Library

The 'Groups User Oversees' section is also highlighted with a red box and contains the following dropdown menus:

- Rank**: Click to select options
- Shift**: Click to select options
- Station**: Click to select options
- Battalion**: Click to select options
- Apparatus**: Click to select options

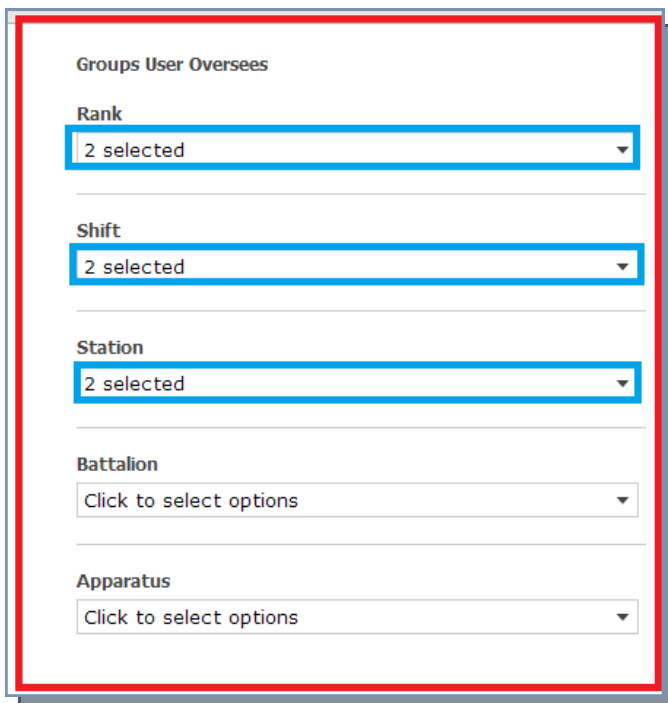
To give a user supervisor access, and administrator goes through the Administration Tab/Manage Users/Find User. Once the Admin has selected the user they must click on the “**Access**” tab to give supervisor rights. (see image above)

The first step in giving supervisor access is to chose the “**Functional Access**” topics. These are the applications you are giving the supervisor rights to. For example, if you select “Activities Builder” that supervisor will then be able to go into activities builder just as you can and create and edit activities. They will have the same application tab as an administrator.

Selecting the Groups for the Supervisor to Oversee

The Second step is to select the “**Groups User Oversees**”. It is important to note that *the more boxes checked between categories* (i.e. Rank, Shift, Station, etc.) *the more limited the access becomes*.

Limited Users



Groups User Oversees

Rank
2 selected

Shift
2 selected

Station
2 selected

Battalion
Click to select options

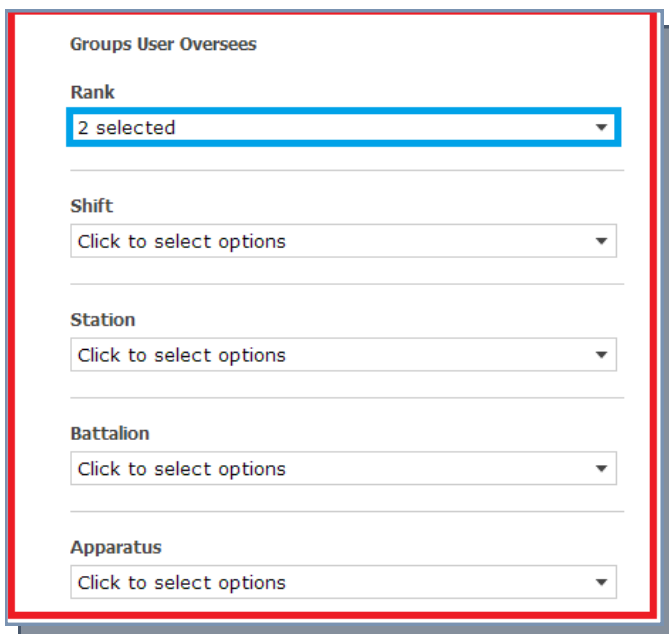
Apparatus
Click to select options

When selecting the groups for a Supervisor to oversee, only users with the same selections in their personal profile will show up for the supervisor to oversee.

FOR EXAMPLE:

If you select 2 ranks, 2 shifts, and 2 stations for the supervisor to oversee, only users with one of those two ranks selected **AND** one of the two shifts selected, **AND** one of the two stations selected will be viewable to the Supervisor. If a user has a rank and a station selected, but shift has been left blank, or a different shift that the supervisor cannot oversee has been selected, the supervisor will not be able to oversee the user; same goes for all other categories. **Each check box between categories creates an AND situation for the user not an OR situation.**

All Users



Groups User Oversees

Rank
2 selected

Shift
Click to select options

Station
Click to select options

Battalion
Click to select options

Apparatus
Click to select options

If you want the supervisor to be able to oversee all users, you will select all the options in **1** category that you are confident all users have marked in their profile. For example, if you know all of your users have a rank selected, you would then select all of the options under only rank for your supervisor to oversee.

If you have questions at any point in this process, please feel free to call us at **1.800.840.8048** or email support@targetsolutions.com.