

## Application Xtender Security Roles and Privileges

Number	Role	Group ID	Access Privileges
1	Application Xtender System Administrator. This is the C&IT Workflow/ Document Management and Security Teams. They are responsible for the installation and maintenance of the Application Xtender Software.	AX-SYSTEM-ADMIN	Full Privileges with Global Access to system settings and parameters.
2	Application Administrator. For each Application Xtender application the unit responsible for the management of documents in that application will need to designate person(s) to be responsible for overseeing the regular care of the documents being input into that Application Xtender application document type. (See list of Application Xtender applications and their associated document types) They are the data custodians for imaged data. They are the subject matter experts for that Application Xtender application and have the ability to resolve issues for individual users. This role is similar to the paper function that exists today with the care and maintenance of official records for the institution. An example of the existing function is the Employment Service Center in the Division of Human Resources which maintains the employee personnel files. The records or	APPID-ADMIN	scan/import/index online enhance pages batch Scan Batch Index Modify Index Display Add Page Multiple Logins Create Annotations Edit Annotations Global Annotations Create Redactions Edit Redactions Print Delete Doc Delete Page

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	<p>documents being placed into the employee personnel file comes from multiple input sources. The Employment Service Center is responsible for maintaining these files. An analogous function is required for electronic images. The power user is the person(s) responsible for this function.</p>		
3	<p>It has been identified that there are situations where a person can only scan documents with another party being able to index. Is this possible on Web Xtender?</p>	APPID-SCAN	<p>scan online enhance pages batch Scan Display Add Page Multiple Logins</p>

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4	<p>Input of documents. Scanning, importing and indexing documents are a key step in the collection of electronic data. The persons identified for this access are responsible for the scanning or importing of clearly readable and correctly oriented images. Correctly indexing them to the appropriate Application Xtender application. The key fields defined in the index need to be correctly populated in order for the document to be appropriately retrieved at later point by the approved users. Upon scanning, importing and indexing the individual inputting the document is responsible for performing a quality assurance check in ensure that the document has been clearly imported or scanned and indexed. The individuals with this role will be identified as part of the project with the implementation of each Application Xtender Application.</p>	APPID-SCAN/INDEX	<p>scan/index online            enhance pages            batch Scan            Batch Index            Modify Index            Display            Add Page            Multiple Logins            Create Annotations            Edit Annotations            Create Redactions</p>
5	<p>Full Query. There are instances where an individual needs full query access with out scanning or importing access. The purpose of this role is to allow for that function. An example of this role could be someone in the Provost office that needs access to all academic personnel documents.</p>	APPID-QUERY	<p>Display            Multiple Logins</p>

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6	Selected document query. There are instances where an individual should only have access to view specific documents. The security requirements for documents and who should have selective access is identified as part of the implementation of the individual Application Xtender application and its related documents. People with this role will only be able to view those selected documents.	APPID-QUERY DOC LEVEL SECURITY	QUERY WITH DOC LEVEL SECURITY Display only Multiple Logins