Levels of Access to Lamplight

Lamplight has several different levels of access which can be given to any individual database operator. You can see the different levels of access below. Although the levels are named after different roles, you can assign any role to any member of staff.

Some terminology to help you understand the roles.

- Profiles: Every person or organisation has a profile. Profile tabs contain personal information.
- Activity records: Records and notes of the different work you do with someone.
- Communications: Emails, letters, texts and mailing labels produced.
- Groups: A form of reporting creating lists of people who match criteria, and information about them
- Reports: Anonymous number reporting, which can be presented using information you hold in your system (e.g. gender, location etc)

Reception	Reception level users can: • look up which profiles (people and organisations) exist on the system and see the profile name and contact details, but not any personal information. They can see relationships, waiting lists and open and closed cases. • create work and referral records on the system (records and notes of the work you do) but can only see and edit records they have created themselves. They will not be able to see records created by another user. (Access is removed if the record is edited and saved by someone else.)
Data Entry	In addition to the access above, Data Entry operators can: • see personal details in profiles, but not edit or add them. • create and view their own outcomes, evaluations and grants records.
Staff	Staff level users can: • view all profile information (unless the individual field is restricted to viewing by Manager/Admin level users only – see below).

	• view, add and edit all activity records, and delete all records. • use and create groups (see above), and number reports. • create communications.
Manager	In addition to the permission of the staff level, Manager level users can: • archive users and delete activity records.
Admin	Administrators can do all a Manager level user can do, and in in addition can: • alter the structure of your Lamplight System, add options to drop-down lists, and edit, change or add to any part of the system. • permanently delete users from the system.
Project Administrator	Project Administrators only exist where there are multiple projects in a system. In this case the System Administrator role is more limited, and the Project Administrator can change settings which affect all projects.
Reporting	Reporting is a different type of access. This gives access only to the number reporting aspect of the system. Users at this level can create number reports and break that down by different demographic information, but can't see any individual information.

Manager / Admin profile restrictions

Any custom profile field or tab in Lamplight (normally fields which hold demographic or one-off information and the different pages these are displayed in) can be restricted to people who have a user level of Manager or Administrator. Users below this level won't be able to see these fields or enter or edit information in them. If a tab (page) is restricted to this level, they also won't be able to see the tab at all.