**NATIONAL SCHOOLS INSPECTORATE AUTHORITY**

Enforcing standards, Ensuring quality

USER ACCESS LEVELS AND PRIVILEGES FOR SCHOOL LICENSING AND INSPECTION MANAGEMENT SYSTEM (SLIMS)

User Access Level defines access rights that allow the user to read, modify or delete information on the system. Privileges refer to what the user can or cannot do on the system.

For the SLIMS, we will create four (4) types of Users:

1. **Super Admin**
2. **Administrator**
3. **Standard**
4. **Guest**
5. **Super Admin –** This User has complete access to all forms, folders, and privileges in the system. He also controls the other Users (Admin, Standard, Guest).

**Super Admin** can:

1. Create, Delete, Modify all User accounts.
2. Should have access to financial records (Total amount from AfA, Total amount for EoI, Total amount for NoI).
3. View and Edit submissions
4. Do system configurations
5. Edit cost and charges in the system
6. Approve submissions (EoI, NoI)
7. Have all privileges assigned Users below him
8. **Administrator–** This User is the administrator for the each unit. This role is assigned to the head of Units in NaSIA.

**Administrator can:**

1. View and download financial records (Total amount from AfA, Total amount for EoI, Total amount for NoI).
2. View, Edit and download submissions
3. View and download completed EoI submissions for Verification Inspection
4. Upload and delete Verification reports
5. Upload Approval Letter/Letter of recommendation (EoI)
6. Approve submissions (EoI, NoI)
7. View and download completed NoI submissions for Compliance Inspection
8. Upload and delete Compliance Inspection reports
9. Edit cost and charges in the system
10. Have all privileges assigned Standard User
11. **Standard User –** This role is assigned to any employee in the organisation who is not a Unit head. The User can view and download school information submitted.

**Standard user can:**

1. View and download financial records
2. View and download completed submissions (AfA, EoI, NoI)
3. Upload Verification reports
4. Upload Compliance Inspection reports
5. View financial records (Verification and Compliance Inspection Payments)
6. **Guest Account –** This account is a temporary account created for users who are not part of the organisation. As such they only have view/read-only privileges; they can read but cannot make any changes. They are often created for singular use/once a session, to which another guest account will have to be created to get access to the system once again.