

# **Responsibilities User Guide**



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### ***Pathway 3.09 (Thick Client Version)***

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# Overview

The Responsibility System is a Core application which is required to define the responsibility or security over all application options. Each application requires a link to a Responsibility structure which defines all users and their associated security. The Responsibility structures defined for each application should include those positions and users who will normally access the application. The use of a default user may then be adopted to assign security to users who do not normally access a particular application. Assigning options to the Responsibility Groups within the structures is performed via the Security parameters within each application.

## System Parameters

This section describes the parameters which need to be established prior to using the Pathway applications. The following topic is covered in this section:

[Responsibility Options](#)  
[Role Type Maintenance](#)  
[User Security](#)

# Responsibility Options

This section describes system forms that are established for your site. These forms are non-maintainable and are for reference only.

## Application Code Maintenance/Enquiry Form

This form describes all Applications that utilise the Responsibilities feature. For each Application the Level Entity Name and Class Entity Name is specified. The detail buttons will present other enquiry forms that show (for each Application) what Maintenance/Enquiry processes, Parameters and Authorised functions are available.

Application Details	Level Entity	Class Entity	Maint/Enq	Parameters	Authorities	Batch
ACR Customer Service	ACRREQU		...	...	...	...
CNA Name and Address	CNAPARM	CNAPARM	...	...	...	...
CRC Receipting	CRCCSDR		...	...	...	...
CWF Workflow	CWFTASK		...	...	...	...
LAP Application	LAPAPPL	LAPCLAS	...	...	...	...
LIF Infringement	LIFINFR	LIFINTP	...	...	...	...
LLC Licensing	LAPAPPL	LAPCLAS	...	...	...	...
LPA Property Administration	LPAPARC	LPACNCL	...	...	...	...
LPA Property Administration	LPAPROP	LPACNCL	...	...	...	...

*Application Code Maintenance Form*

### Application Details

This field contains the Application Code and Description. This field is display only and cannot be maintained.

### Level Entity

This field contains the Entity name associated with the Application. These entities indicate at which level the security options may be defined. The Level Entity is a system defined field which is display only and cannot be maintained.

### Class Entity

This field contains the Entity name associated with the Application. These entities indicate at which level the default options may be defined. The Class Entity is a system defined field which is display only and cannot be maintained.

### Maintenance/Enquiry Detail Button

Selecting the detail button will display the "Maintenance/Enquiry Options Maintenance" Form for the chosen Application.

### Parameters Detail Button

Selecting this button will display the "Parameter Options Maintenance" Form for the chosen Application.

### Authorities Detail Button

Selecting this button will display the "Authority Options Maintenance" Form for the applicable Application.

### Batch Detail Button

Selecting this button will display the "Batch Options Maintenance" Form for the applicable Application.

## Maintenance/Enquiry Options Maintenance Form

This form lists all Maintenance/Enquiry activities, and the internal form identification for the selected application.

Code	Description	Maint. Form	Enq. Form	Check Form	Filter	Labels
ADATA	Application Data	LAPG1070	LAPG1070	LAPH0390	P	...
ADIM	Application Dimensions	LAPH1071	LAPH1071	LAPH0390	PF	...
MISC	Miscellaneous Data	LAPH1100	LAPH1100	LAPH0390	P	...
EXTD	Extensions	LAPF1300	LAPF1300	LAPH0390	P	...
BDA	Building Data	LAPG1080	LAPG1080	LAPH0390	P	...
BCLASS	Building Classifications	LAPF1081	LAPF1081	LAPH0390	PF	...
BCOMP	Building Components	LAPG1082	LAPG1082	LAPH0390	P	...
DDATA	Development Data	LAPG1090	LAPG1090	LAPH0390	P	...
SDATA	Subdivision Data	LAPG1110	LAPG1110	LAPH0390	P	...

*Maintenance/Enquiry Options Enquiry Form*

### Application Description

This field contains the description of the Application currently being viewed.  
This field is display only and cannot be maintained.

### Class Entity

This field contains the Class Entity Name for the Application currently being viewed.  
This field contains the Entity name associated with the Application. These entities indicate at which level the default options may be defined. The Class Entity is a system defined field which is display only and cannot be maintained.

### Code

This field contains the internal code assigned to the Maintenance/Enquiry Option.  
This field is display only and cannot be maintained.

### Description

This field contains the full description assigned to the Maintenance/Enquiry Option.  
This field is display only and cannot be maintained.

### Maintenance Form

This field contains the internal form name assigned as the Maintenance form for the Maintenance/Enquiry Option.  
This field is display only and cannot be maintained.

### Enquiry Form

This field contains the internal form name assigned as the Enquiry form for the Maintenance/Enquiry Option.  
This field is display only and cannot be maintained.

### Check Form

This field contains the internal form name assigned as the Check form for the Maintenance/Enquiry Option.  
This field is display only and cannot be maintained.

### Filter

This field contains the internal form name assigned as the Filter form for the Maintenance/Enquiry Option.  
This field is display only and cannot be maintained.

### Labels

Selecting the Labels Option Detail Button will display the Options Label Maintenance Form.

## Move Buttons

Select these buttons to reorder the list of options.

## Option Labels Maintenance

This form allows Users to re-label the existing fields to enable them to be more informative and existing fields to be used for data other than what the fields may have been initially intended for. This form is display only and the actual re-labelling occurs within the Council Options parameters within the Module.

The screenshot shows the 'Option Labels Maintenance' form. It has a title bar with a document icon and the text 'Option Labels Maintenance'. The form is divided into several sections:

- Application Details:** Contains a 'Description' field with the value 'Property Administration' and a 'Class Entity' field with the value 'LPACNCL'.
- Option:** Contains a 'Code' field with the value 'FLOD' and a 'Description' field with the value 'Floods'.
- Table:** A table with three columns: 'Code', 'Message Id', and 'Mandatory'. It lists several options:
 

Code	Message Id	Mandatory
TFKLPAFLCH	LPAT_LPAFLCH	<input checked="" type="checkbox"/>
TFKLPAFLST	LPAT_LPAFLST	<input checked="" type="checkbox"/>
FLOODAREA	LPAL_FLOODAREA	<input type="checkbox"/>
HIGHEST	LPAL_HIGHEST	<input type="checkbox"/>
HIGHESTYR	LPAL_HIGHESTYR	<input type="checkbox"/>
PROB100	LPAL_PROB100	<input type="checkbox"/>
PROB100REF	LPAL_PROB100REF	<input type="checkbox"/>
PROB20	LPAL_PROB20	<input type="checkbox"/>
PROB20REF	LPAL_PROB20REF	<input type="checkbox"/>
- Buttons:** On the right side of the table, there are 'Move Up' and 'Move Down' buttons. At the bottom right, there is a 'Close' button.

*Option Labels Maintenance Form*

### Application Details - Description

This field contains the description of the Application currently being viewed. This field is display only and cannot be maintained.

### Application Details - Class Entity

This field contains the Class Entity Name for the Application currently being viewed. This field contains the Entity name associated with the Application. These entities indicate at which level the Labels options may be defined. The Class Entity is a system defined field which is display only and cannot be maintained.

### Option – Code / Description

This field contains the Code and Description of the Options that the Labels Options was selected from on the previous form. This field is display only and cannot be maintained.

### Code

The Code represents the field name on the Entity. This field is display only and cannot be maintained.

### Message Id

The Message Id field shows the message text that will be replaced with the User Label that is setup in the Council Options.

### Mandatory

This field defines that the field is Mandatory and therefore cannot be hidden from display.

### Move Up / Down

The Move Up / Down buttons allows the User to move a line from one position on the form to another.

## Parameter Options Maintenance Form

This form describes all Parameters available and the internal form names for the selected application.

Code	Description	Maint. Form	Check Form
PGRP	Processing Group (L)	LAPG9040	LAPH0395
STAT	Status (L)	LAPG9120	LAPH0395
REFR	Reference (L)	LAPH9350	LAPH0395
DIM	Dimension (L)	LAPG9050	LAPH0395
MISCD	Miscellaneous Data (L)	LAPG9110	LAPH0395
SYSTEM	System Parameter (L)	LAPG9180	LAPH0395
LICFEE	Licence Fees (L)	LAPH9240	LAPH0395
CW	Cashier Warning (L)	LAPH9400	LAPH0395
DECN	Decision (L)	LAPF9210	LAPH0395

*Parameter Options Maintenance form*

### Application Description

This field contains the description of the Application currently being viewed.  
This field is display only and cannot be maintained.

### Class Entity

This field contains the Class Entity Name for the Application currently being viewed.  
This field contains the Entity name associated with the Application. These entities indicate at which level the default options may be defined. The Class Entity is a system defined field which is display only and cannot be maintained.

### Code

This field contains the internal code assigned to the Parameter.  
This field is display only and cannot be maintained.

### Description

This field contains the full description assigned to the Parameter.  
This field is display only and cannot be maintained.

### Maintenance Form

This field contains the internal form name assigned as the Maintenance form for the Parameter.  
This field is display only and cannot be maintained.

### Enquiry Form

This field contains the internal form name assigned as the Enquiry form for the Parameter.  
This field is display only and cannot be maintained.

### Check Form

This field contains the internal form name assigned as the Check form for the Parameter.  
This field is display only and cannot be maintained.

### Move Buttons

Select these buttons to reorder the list of options.

## Authority Options Maintenance Form

This form describes all Authorised functions available for the selected Application.

**Authority Options Enquiry**

**Application Details**

Description: Application

Class Entity: LAPCLAS

Code	Description
LODGE	Lodgement (L)

Move (Up/Down arrows)

Close

*Authority Options Maintenance form*

### Application Description

This field contains the description of the Application currently being viewed.  
This field is display only and cannot be maintained.

### Class Entity

This field contains the Class Entity Name for the Application currently being viewed.  
This field is display only and cannot be maintained.

### Code

This field contains the internal code assigned to the Authorised function..  
This field is display only and cannot be maintained.

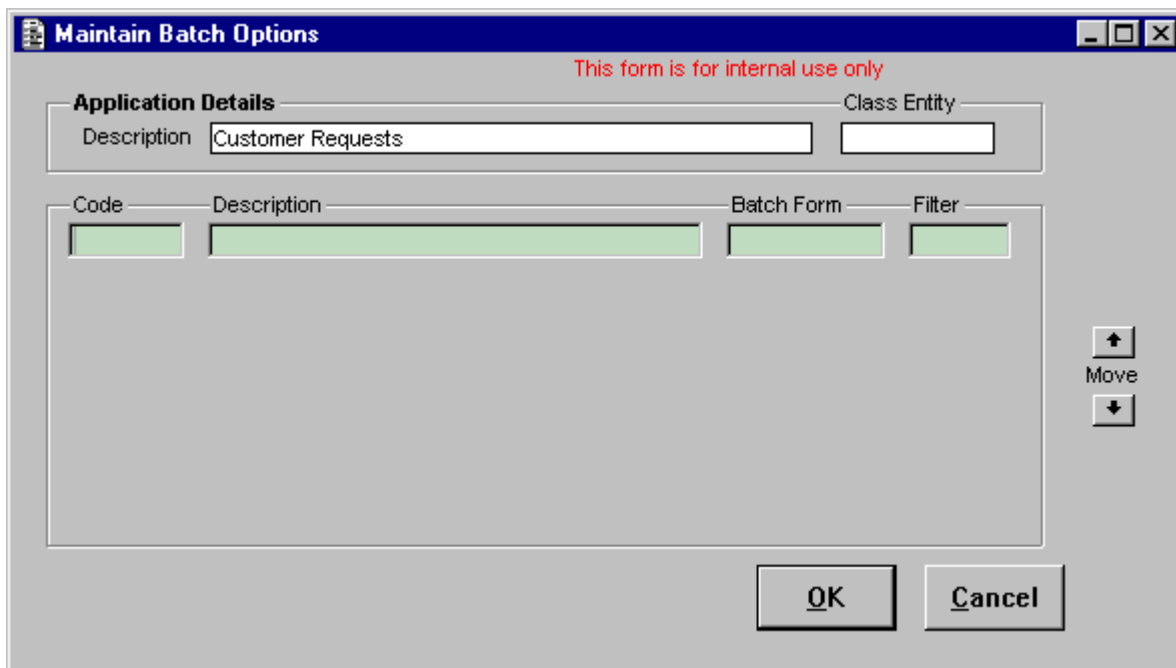
### Description

This field contains the full description assigned to the Authorised function.  
This field is display only and cannot be maintained.

### Move Buttons

Select these buttons to reorder the list of options.

## Maintain Batch Options Form



The screenshot shows a software window titled "Maintain Batch Options". At the top, a red message states "This form is for internal use only". Below this, the "Application Details" section contains two input fields: "Description" (with the text "Customer Requests") and "Class Entity" (which is empty). A large table with four columns—"Code", "Description", "Batch Form", and "Filter"—occupies the center of the window. The table is currently empty, with only the column headers visible. To the right of the table are two buttons: an upward arrow labeled "Move" and a downward arrow. At the bottom right of the window are "OK" and "Cancel" buttons.

Code	Description	Batch Form	Filter
------	-------------	------------	--------

*Maintain Batch Options Form*

**Application Details - Description**

**Application Details - Class Entity**

**Code**

**Description**

**Batch Form**

**Filter**

**Move Buttons**

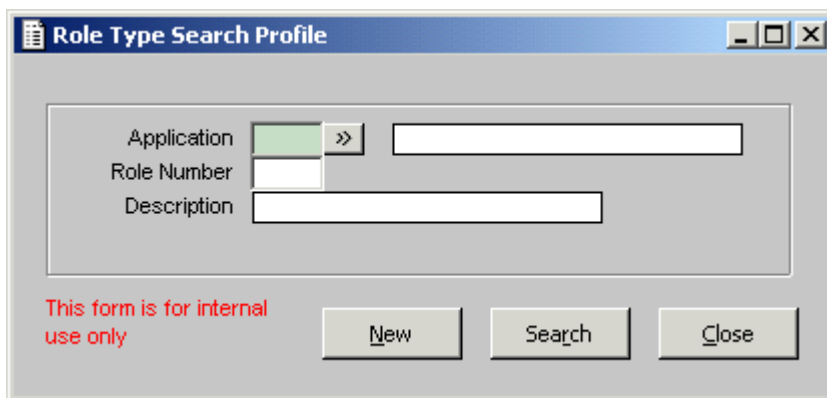
# Role Type Maintenance

This section describes system forms that are established for your site. These forms are non-maintainable and are for reference only.

## Role Type Search Profile

This option describes all Applications that utilise the Responsibilities feature. For each Application the Role Types are specified.

For further information on this menu please contact Infor.

The screenshot shows a software window titled "Role Type Search Profile". Inside the window, there is a form with three input fields: "Application" (with a green selection box and a right-pointing arrow button), "Role Number", and "Description". Below these fields, there is a red text warning: "This form is for internal use only". At the bottom of the form, there are three buttons: "New", "Search", and "Close".

*Role Type Search Profile Form*

## Role Type Search Profile

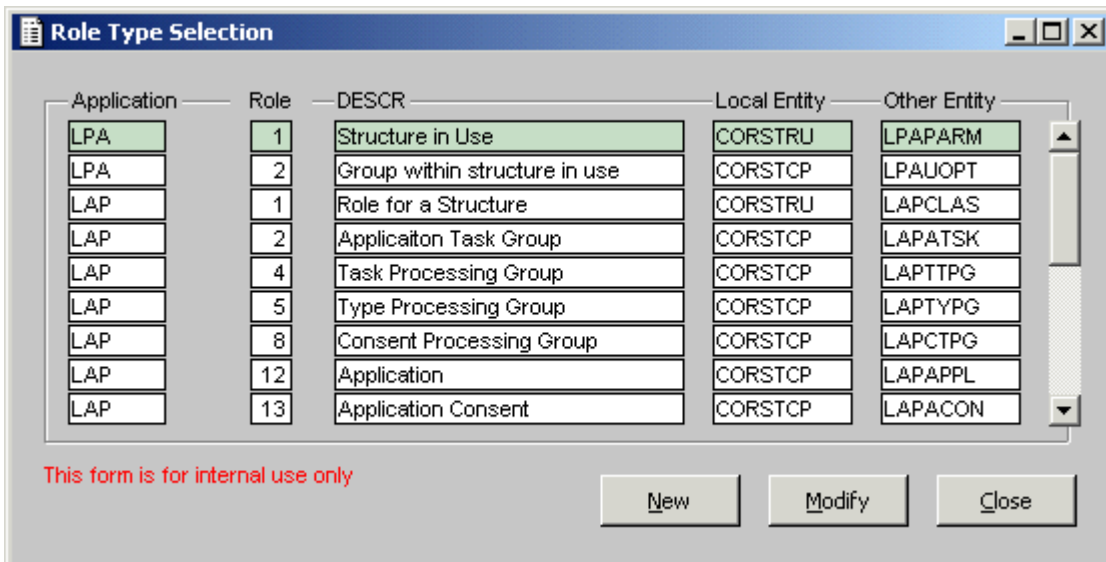
The Role Type Search Profile form allows the User to view the Role Types that have been defined for Responsibilities. The information in this menu is display only and cannot be maintained.

For further information on this form please contact Infor.

## Role Type Selection

This option describes all Applications that utilise the Responsibilities feature. For each Application the Role Types are specified.

For further information on this menu please contact Infor.



**Role Type Selection**

Application	Role	DESCR	Local Entity	Other Entity
LPA	1	Structure in Use	CORSTRU	LPAPARM
LPA	2	Group within structure in use	CORSTCP	LPAUOPT
LAP	1	Role for a Structure	CORSTRU	LAPCLAS
LAP	2	Application Task Group	CORSTCP	LAPATSK
LAP	4	Task Processing Group	CORSTCP	LAPTPG
LAP	5	Type Processing Group	CORSTCP	LAPTYPG
LAP	8	Consent Processing Group	CORSTCP	LAPCTPG
LAP	12	Application	CORSTCP	LAPAPPL
LAP	13	Application Consent	CORSTCP	LAPACON

*This form is for internal use only*

New Modify Close

Role Type Selection Form

### Role Type Selection

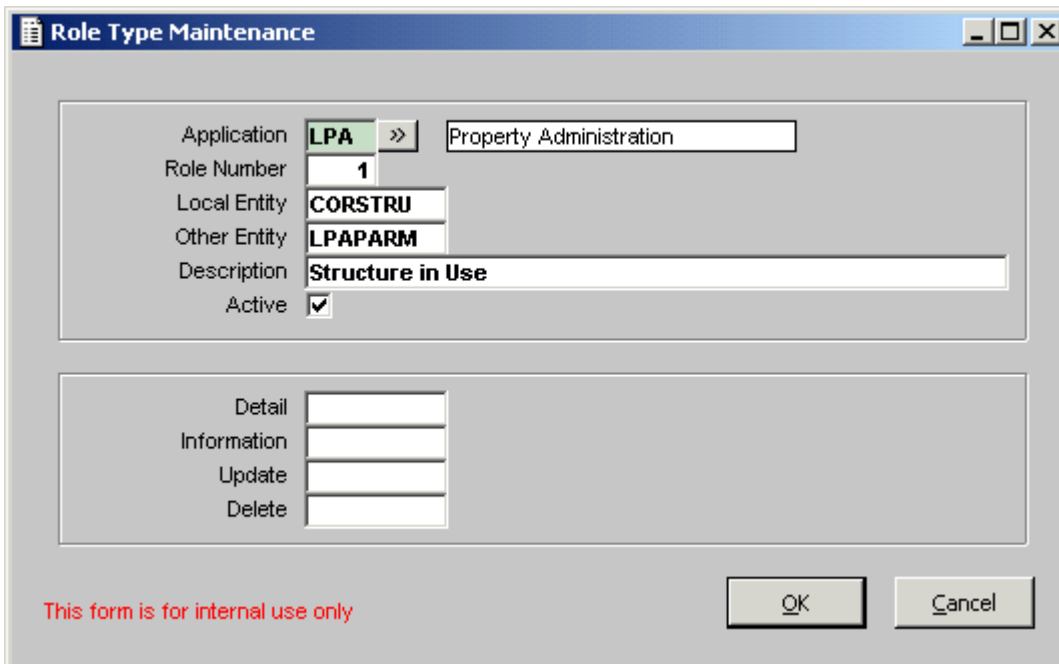
The Role Type Selection form allows the User to view the Role Types that have been defined for Responsibilities. The information in this menu is display only and cannot be maintained.

For further information on this form please contact Infor.

### Role Type Maintenance

This option describes all Applications that utilise the Responsibilities feature. For each Application the Role Types are specified.

For further information on this menu please contact Infor.



**Role Type Maintenance**

Application: LPA >> Property Administration

Role Number: 1

Local Entity: CORSTRU

Other Entity: LPAPARM

Description: Structure in Use

Active: ☒

Detail:

Information:

Update:

Delete:

*This form is for internal use only*

OK Cancel

Role Type Maintenance Form

### Role Type Maintenance

The Role Type Maintenance form allows the User to view the Role Types that have been defined for Responsibilities. The information in this menu is display only and cannot be maintained.

For further information on this form please contact Infor.


# User Security

This section describes the forms used within the Menu System for User Security over such things as GIS, Memo, Conditions..

## User Security Form

The User Security Form is displayed when the Security Option Button has been selected against a User within the User Maintenance Menu within Menu.

This allows the defining of security over GIS, Document Management, Conditions and or Memos. These functions are Secured Options and therefore require Passwords for the Security to be active.



*User Security Form*

### User Identifier

The User Identifier that the Security is currently being maintained is shown in this form

### User Name

The User Name that the Security is currently being maintained is shown in this form

### Security Options

The Options available are displayed for selection. Selecting the Button will take the User to the relevant form for the Security to be defined.

Current Options available are

- GIS Security
- Document Management
- Conditions Security
- Memo Security

## Copy Security Selection Form

The Copy Security Selection Form is displayed when the Copy Security Button has been selected from the User Maintenance Menu within the Menu system.

This option allows the copying of security from One User to another or many other Users by simply nominating what is to be copied and who it is to be copied to.

**Copy Security Selection**

**User**  
 026 Poul Petersen

**Do not copy Security Modules**

DM	Document Management
COND	Conditions Security
MEMO	Memo Security

**Copy Security Modules**

GIS	GIS Security
-----	--------------

**Do not copy Security to User**

AMANDA	Amanda Morris
BATHC	Chris Bath
BONEM	Michael Bone
BROOKSD	David Brooks
BUXTOND	David Buxton
CHBAT	Chris Bath
CHICCOE	Eddi Chicco
CONV	Conversion
COO	COOK

**Copy Security to User**

BRODIEJ	Jacqui Brodie
---------	---------------

**Search Profile**  
 User Identifier

**Search Profile**  
 User Identifier

Search Copy Close

*Copy Security Selection Form*

### User

The User that the security has been defined for is displayed in this field.

### Do not copy Security Modules

The Security Modules that are available for selection are displayed in this area. If a Module is NOT to be copied then it should remain in this area. If a Module IS to be copied then it should be moved to the 'Copy Security Modules' area.

### Copy Security Modules

The Security Modules that are to be copied are displayed in this area. If a Module is NOT to be copied then it should not appear in this area. If a Module IS to be copied then it should be displayed in this area.

### Do not copy Security to User

The Users available in the System are displayed in this area. Those Users who are to be copied the Security should be moved to the 'Copy Security to User' area. Those Users who are to remain as they are should be displayed in this area.

### Select/Remove Buttons

By Selecting the Select and Remove buttons, options may be assigned and unassigned as required.

### Select All / Remove All Buttons

By Selecting the Select All and Remove All buttons, all options are either assigned or unassigned.

### Copy Security to User

The User who are to be updated with the selected Security should be displayed in this area of the form.

**Search Profile – User Identifier**

If a particular User is required and is not currently display in the records displayed then this field can be used to find the User and add them to the 'Copy Security to User' field.

**Search Profile – User Identifier**

If a particular User is required to be excluded from the Copy Security to User area and they are not displayed then this field can be used to find the User and remove them from the 'Copy Security to User' area.



## Responsibility Groups

This section describes the process of creating groups that are defined within the Responsibility Structure. The level at which groups are defined will depend on how the particular council wishes to authorise parameter and maintenance functions. The following are some suggestions for creation of groups:

- Groups may be hierarchy based (e.g. Management, Supervisors, General Staff)
- Groups may be position based (e.g. Cashiers, Parking Inspectors, Rates Clerk etc)
- Groups may be based on individual positions (i.e. each group will subsequently be assigned to an individual user).

The following topic is covered in this section:

[Creating & Maintaining Responsibility Groups](#)

# Creating & Maintaining Responsibility Groups

Responsibility Groups are established for the organisation.

Each Responsibility Group will have one or more individuals assigned to it once it is placed within a Responsibility Structure.

## Responsibility Group Maintenance Form

This form allows the creation, maintenance and deletion of Responsibility Groups.

Group Code	Description	Active
A	Inactive Group	<input type="checkbox"/>
A1	A1 Group	<input checked="" type="checkbox"/>
ANDREW	Andrew Drilling	<input checked="" type="checkbox"/>
ANIMAL	Animal Control Officer	<input checked="" type="checkbox"/>
BLD	Building Inspector	<input checked="" type="checkbox"/>
BLDO	Building Officers	<input checked="" type="checkbox"/>
BLDSUR	Building Surveyor	<input checked="" type="checkbox"/>
CASHIER	Cashiers	<input checked="" type="checkbox"/>
CEO	Chief Executive Officer	<input checked="" type="checkbox"/>

Insert OK Cancel

*Responsibility Group Maintenance Form*

### Group Code

This field contains a unique code for the Responsibility Group being created or maintained.

Up to six alpha-numeric characters may be used.

### Description

This field contains the full description of the Responsibility Group.

### Active

If this box is checked on then the Responsibility Group is available to the system.

If this box is checked off then the Responsibility Group is no longer available to the system. Any Responsibility Structure using this Group will remain as established. The Group will no longer be available for addition to any Responsibility Structures.

## **Responsibility Structures**

A Responsibility Structure is a collection of Responsibility Groups arranged in a hierarchical fashion.

The hierarchy determines what business functions are inherited from either above or below a given Responsibility Structure level.

Users are assigned to each Responsibility Group and allocated an access level. A Default user should be assigned to each group so that minimum access can be provided to any user who is not specified in the structure.

Responsibility Structures are established for each Application.

The Responsibility Structure option has the following features:

- The ability to create a structure for each application
- Structures may be viewed using a tree or standard view
- Ability to add, move and copy groups into the structure
- An interactive save facility to save changes made to the structure at any time without returning to the menu
- Ability to link users to each group (one or many relationships) and define access levels (limited, unlimited and restricted).

The following topics are covered in this section:

[Creating and Maintaining the Responsibility Structure](#)

[Adding Users to the Responsibility Structure](#)

[Copying Groups and Users into the Structure](#)

# Creating and Maintaining the Responsibility Structure

This section describes each form used in the establishment and maintenance of the Responsibility Structure.

## Example Workflow for creating a new structure:

- Select the Responsibility Structure Search Profile Form.
- Click on the NEW Button to ass a new structure.
- Enter an application code of LPA (e.g. Property) or select from the pop up. Application codes reflect the system that the structure is to be allocated to.
- Enter a Structure Code, Description and any additional optional Comments to define the structure.
- Click on the Edit button to create the structure.
- Click on the Insert Button to access the list of defined Responsibility Groups.
- Highlight the required group code and click on the Select Button.
- Groups should be defined using the required hierarchy.

E.g.

General Manager

    Line Manager 1

        Property Department

        Rates Department

        Cashiers

    Line Manager 2

        Finance Department

    Line Manager 3

- Click on the View button to change the structure view to 'tree' based. You can choose which view you wish to work with by toggling between the options via the View button.
- To move groups within the view structure, highlight the group code to be moved.
- Click on the Move button.
- Highlight the group to move to (i.e. the level above where you wish to place the group).
- Click on the OK button to accept the Responsibility structure and groups.

Once the Responsibility Structure is established Users are added to the Responsibility Groups. See 37 for more information.

## Example Workflow for Assigning Users to each Group

- Select the Responsibility Structure Search Profile
- Click on the Search button to identify all existing Responsibility Structures
- Highlight the structure entered above and click on the Modify button
- Click on the Edit button to access the existing structure
- Highlight the Responsibility Group that you wish to assign user(s) to
- Click on the Modify button
- Click on the Insert button to select an existing system user from the User Pop Up
- Select the required access level for each user. The access level determines what attributes may be inherited from other users within the structure.
- Click the OK button to accept the users allocated to the group
- Click on the OK and Close buttons to return to the menu.

## Example Workflow for Assigning a Default User to the Structure

- Create a User via the User Maintenance option called Default User
- Select the Pathway System Parameter option and allocate the default user via this parameter
- Create a Responsibility Group called Default User (this is to assist in identifying the default user within the structure).
- Select the Structure previously created, insert the Default User Group and allocate the Default User to this group. Alternatively, the Default User could be allocated to any of the existing groups within the structure.
- Ensure that the access level on the default user is set to No Inheritance

## Structure Search Profile Form

This form will allow you to create a new Responsibility Structure or to Search on existing Responsibility Structures.

The screenshot shows a window titled "Responsibility Structure Search Profile". Inside, there are two input fields: "Application" and "Structure Code". Each field has a small button with ">>" next to it. Below these fields are three buttons: "New", "Search", and "Close".

*Responsibility Structure Search Profile*

### Application

Enter a valid application code on which to base your search. Select the Pop Up button to view a valid list of applications. (See Application Pop Up Form).  
Leave blank to search on all application codes.

### Structure Code

Enter a valid Responsibility Structure name on which to base your search. Select the Pop Up button to view a valid list of Responsibility Structure codes. (See Structure Pop Up Form).  
Leave blank to search on all Responsibility Structure codes.

## Application Pop Up Form

This form allows the selection of a valid Application that is utilising the Responsibilities system.

The screenshot shows a window titled "Application Pop Up". It contains a table with two columns: "Application" and "Description". The table lists several applications: CNA, CRC, LAP, LIF, LLC, LPA, and LRA, each with a corresponding description. Below the table is a "Search Profile" section with two input fields: "Application" and "Description". At the bottom are three buttons: "Search", "Select", and "Close".

Application	Description
CNA	Name and Address
CRC	Receipting
LAP	Application
LIF	Infringement
LLC	Licensing
LPA	Property Administration
LRA	Rates Accounting

*Application Pop Up Form*

### Application

This field contains the unique code assigned to the Application.  
This field is display only and cannot be maintained.

**Description**

This field contains the full description assigned to the Application.  
This field is display only and cannot be maintained.

**Search Profile - Application**

Enter an Application Code (or part thereof).if a Search is required by Application Code.

**Search Profile - Description**

Enter an Application Description (or part thereof) if a Search is required by Application Description.

**Structure Pop Up Form**

This form allows the selection of a valid Responsibility Structure.

Structure Code	Description
CNA	Name & Address
TEST2	Second test structure

**Search Profile**  
Structure Code   
Description

*Structure Pop Up Form*

**Structure Code**

This field contains the unique code assigned to the Responsibility Structure.  
This field is display only and cannot be maintained.

**Description**

This field contains the full description of the Responsibility Structure.  
This field is display only and cannot be maintained.

**Search Profile - Structure Code**

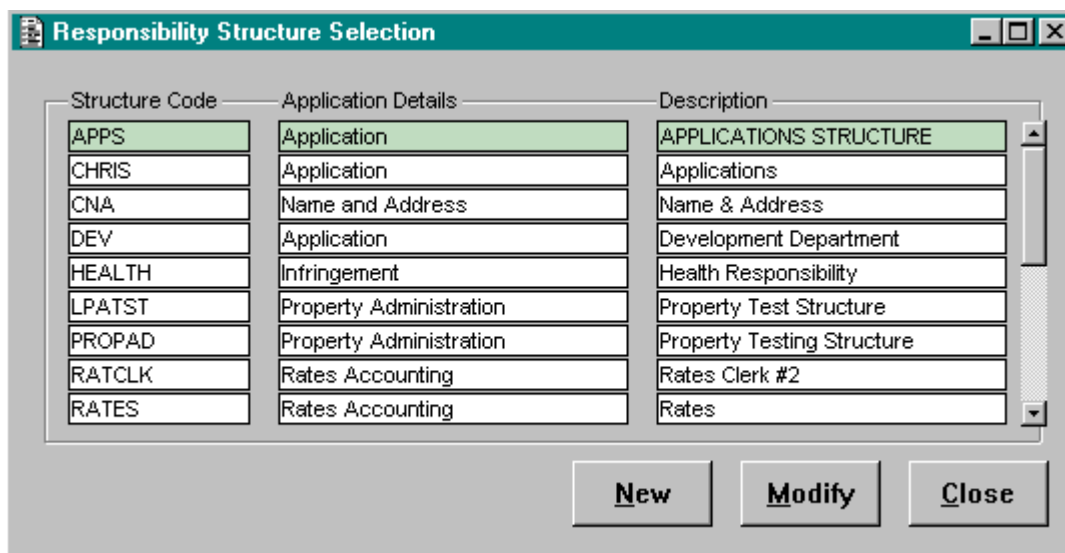
Enter a Responsibility Structure Code (or part thereof).if a Search is required by Structure Code.

**Search Profile - Description**

Enter a Responsibility Structure Description (or part thereof) if a Search is required by Description.

**Responsibility Structure Selection**

This form displays all Responsibility Structures that match the search profile criteria.



The screenshot shows a window titled "Responsibility Structure Selection". It contains three columns: "Structure Code", "Application Details", and "Description". The first column lists codes: APPS, CHRIS, CNA, DEV, HEALTH, LPATST, PROPAD, RATCLK, and RATES. The second column lists corresponding applications: Application, Application, Name and Address, Application, Infringement, Property Administration, Property Administration, Rates Accounting, and Rates Accounting. The third column lists descriptions: APPLICATIONS STRUCTURE, Applications, Name & Address, Development Department, Health Responsibility, Property Test Structure, Property Testing Structure, Rates Clerk #2, and Rates. At the bottom are buttons for "New", "Modify", and "Close".

Structure Code	Application Details	Description
APPS	Application	APPLICATIONS STRUCTURE
CHRIS	Application	Applications
CNA	Name and Address	Name & Address
DEV	Application	Development Department
HEALTH	Infringement	Health Responsibility
LPATST	Property Administration	Property Test Structure
PROPAD	Property Administration	Property Testing Structure
RATCLK	Rates Accounting	Rates Clerk #2
RATES	Rates Accounting	Rates

*Responsibility Structure Selection Form*

### Structure Code

This field contains the unique identifier code for the Responsibility Structure.  
This field is display only and cannot be maintained.

### Application Details

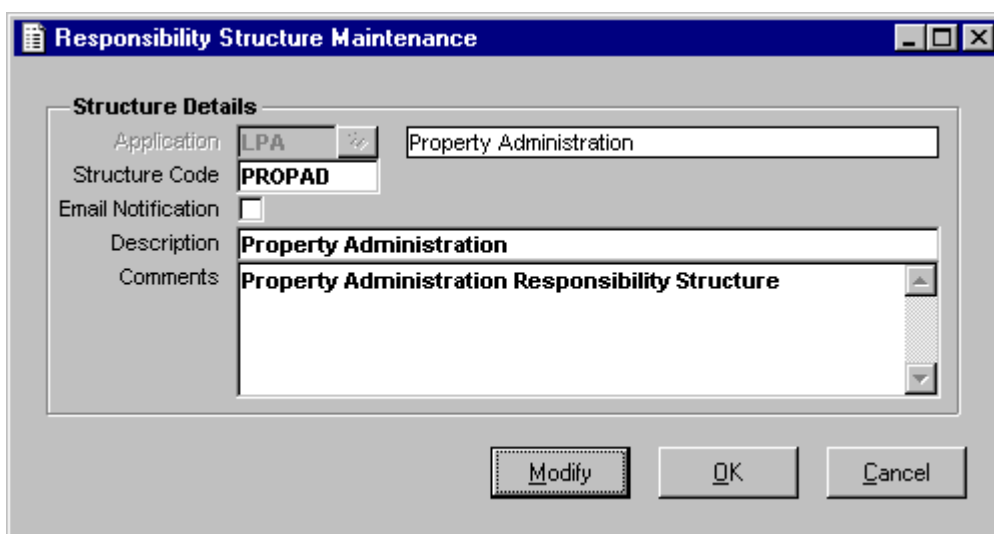
This field contains the full description of the Application to which this Responsibility Structure may be assigned.  
This field is display only and cannot be maintained.

### Description

This field contains the full description of the Responsibility Structure.  
This field is display only and cannot be maintained.

## Responsibility Structure Maintenance

This form allows for the creation and maintenance of the Responsibility Structure header information.  
If accessed in Enquiry mode (i.e. via the Council or Class Maintenance options), access will be in Display mode therefore no maintenance may be performed.



The screenshot shows a window titled "Responsibility Structure Maintenance". It has a "Structure Details" section with fields for "Application" (LPA), "Structure Code" (PROPAD), "Email Notification" (checkbox), "Description" (Property Administration), and "Comments" (Property Administration Responsibility Structure). At the bottom are buttons for "Modify", "OK", and "Cancel".

*Responsibility Structure Maintenance Form*

### Application

This field contains a valid application code for which this Responsibility Structure may be used. This field is mandatory.

Select the Pop Up button to view a valid list of applications.

**Application Description**

This field contains the full description of the Application to which this Responsibility Structure may be assigned.

This field is display only and cannot be maintained.

**Structure Code**

This field contains the unique code for the Responsibility Structure.

Up to six alpha numeric characters may be used. This field is mandatory.

**Description**

This field contains the full description of the Responsibility Structure.

This field is mandatory.

**Email Notification**

This flag allows the User to turn the Responsibility Options Email notification off or on for the nominated Structure. The default is Off, and if an Email is required when the structure is rebuilt, then each structure requiring the notification will need to be checked on.

**Comments**

This field is available for any free format comments.

**Edit Button**

Selecting this button will present the Responsibility Maintenance Form for the current Responsibility Structure.

## Responsibility Maintenance Form - List View

This form allows for the addition, maintenance and deletion of Responsibility Groups to the Responsibility Structure.

Two views of this form are available. See also Responsibility Maintenance form - Organisational View.

The main steps in creating the Responsibility Structure are:-

- Add Responsibility Groups to the Responsibility Structure using the Insert Button.
- Assign Users to each Responsibility Group.

**Adding a Responsibility Group**

The Insert Button is used to add a Responsibility Group to the Responsibility Structure. Any Responsibility Group being inserted will be added as a sub group of any Responsibility Group which has focus. In the example of this form the "Building Surveyor" and "Building Inspectors" groups were added by placing focus on the Building Application Officers Responsibility Group and Selecting Insert.

A Copy function is also provided to copy Responsibility Groups and Users into the current Responsibility Structure from another Responsibility Structure.

**Deleting a Responsibility Group**

To delete a group, place focus on the Responsibility Group to be deleted and select Edit, Delete from the menu bar or Select function key F11.

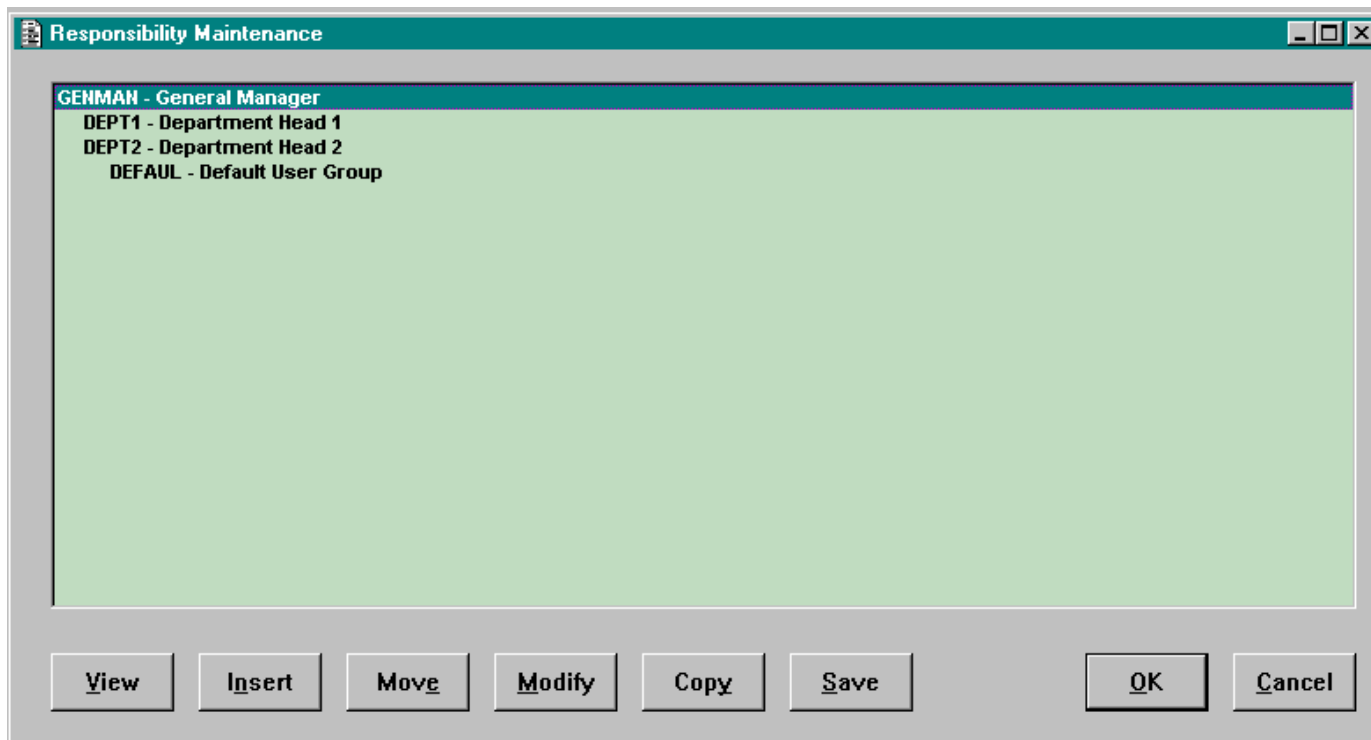
**Collapsing and Expanding the Structure**

The view of the Responsibility Structure may be collapsed and expanded. To collapse a section of the Responsibility Structure double click (or Select F2) on the Responsibility Group for which you wish to "hide" all subordinate groups. When a Responsibility Group has been "collapsed" a plus sign (+) will be placed in front of the Responsibility Group name.

To expand the Responsibility Structure double click (or Select F2) on the Responsibility Group for which you wish to display all subordinate groups.

### Changing the Responsibility Structure view

To change the way the Responsibility Structure is displayed on the form Select the View button. The Responsibility Structure will now be displayed in an “Organisational Chart” type format.



*Responsibility Maintenance form - List View*

### Structure Area

This area of the form is where all of the Responsibility Groups assigned to the Responsibility Structure are displayed.

### View Button

Selecting this button will display the Responsibility Structure in an “Organisational Chart” type format.

### Move Button

This button provides for the “moving” of a Responsibility Group to another location within the Responsibility Structure.

- Place focus on the Responsibility Group you wish to move.
- Select the Move Button.
- Select the Responsibility Group to which you wish to add the selected Responsibility Group as a subordinate.

### Modify Button

Selecting this button will allow for the addition of Users to the Responsibility Group which currently has focus. See “Adding Users to the Responsibility Structure” for information on adding Users to the Responsibility Structure.

If any changes have been made on the Responsibility Maintenance Form the following message will be displayed prior to displaying the Responsibility Group Maintenance form.

“Before continuing modifications made must be stored. Store modifications and continue?”

Responding Yes will Save any changes made to the data base and present the Responsibility Group Maintenance Form.

Responding No will not Save any changes and will return to the Responsibility Maintenance Form.

**Copy Button**

This button allows the copying of a Responsibility Group and all its associated users from another Responsibility Structure into the current Responsibility Structure.

Prior to Selecting the Copy Button ensure that focus is on the Responsibility Group beneath which you wish to add the copied group.

When Selected the Group Copy Maintenance form will be displayed. See “Copying Groups and Users into the Structure” for more information.

If any changes have been made on the Responsibility Maintenance Form the following message will be displayed prior to displaying the Group Copy Maintenance form.

“Before continuing modifications made must be stored. Store modifications and continue?”

Responding Yes will Save any changes made to the data base and present the Responsibility Group Maintenance Form.

Responding No will not Save any changes and will return to the Responsibility Maintenance Form.

**Save Button**

This button will save all changes made to the Responsibility Structure to the data base and keep the Responsibility Maintenance form open to continue maintenance.

**Responsibility Maintenance - Organisational Chart View**

This form allows for the addition, maintenance and deletion of Responsibility Groups to the Responsibility Structure.

Two views of this form are available. See also Responsibility Maintenance form - List View.

The main steps in creating the Responsibility Structure are:-

- Add Responsibility Groups to the Responsibility Structure using the Insert Button.
- Assign Users to each Responsibility Group.

**Adding a Responsibility Group**

The Insert Button is used to add a Responsibility Group to the Structure. Any Group being inserted will be added as a sub group of any Responsibility Group which has focus. In the example of this form the “Building Surveyor” and “Building Inspectors” groups were added by placing focus on the Building Application Officers Responsibility Group and Selecting Insert.

A Copy function is also provided to copy Responsibility Groups and Users into the current Responsibility Structure from another Responsibility Structure.

**Deleting a Responsibility Group**

To delete a group, place focus on the Responsibility Group to be deleted and select Edit, Delete from the menu bar or Select function key F11.

**Collapsing and Expanding the Structure**

The view of the Responsibility Structure may be collapsed and expanded. To collapse a section of the Responsibility Structure double click on the Responsibility Group for which you wish to “hide” all subordinate groups. When a Responsibility Group has been “collapsed” dots will be placed under the Responsibility Group name.

To expand the Responsibility Structure double click on the Responsibility Group for which you wish to display all subordinate groups.

## Changing the Responsibility Structure view

To change the way the Responsibility Structure is displayed on the form Select the View button. The Responsibility Structure will now be displayed in a “List” type format.

*Responsibility Maintenance Form - Organisational View*

### Structure Area

This area of the form is where all of the Responsibility Groups assigned to the Responsibility Structure are displayed.

The assigned Responsibility Group code is displayed in each node displayed on the form.

### View Button

Selecting this button will display the Responsibility Structure in a “List” type format.

### Move Button

This button provides for the “moving” of a Responsibility Group to another location within the Structure.

- Place focus on the Responsibility Group you wish to move.
- Select the Move Button.
- Select the Responsibility Group to which you wish to add the selected Responsibility Group as a subordinate.

### Modify Button

Selecting this button will allow for the addition of Users to the Responsibility Group which currently has focus. See “Adding Users to the Responsibility Structure” for information on adding Users to the Structure.

If any changes have been made on the Responsibility Maintenance Form the following message will be displayed prior to displaying the Responsibility Group Maintenance form.

“Before continuing modifications made must be stored. Store modifications and continue?”

Responding Yes will Save any changes made to the data base and present the Responsibility Group Maintenance Form.

Responding No will not Save any changes and will return to the Responsibility Maintenance Form.

**Copy Button**

This button allows the copying of a Responsibility Group and all its associated users from another Responsibility Structure into the current Structure.

Prior to Selecting the Copy Button ensure that focus is on the Responsibility Group beneath which you wish to add the copied group.

When Selected the Group Copy Maintenance form will be displayed. See “Copying Groups and Users into the Structure” for more information.

If any changes have been made on the Responsibility Maintenance Form the following message will be displayed prior to displaying the Group Copy Maintenance form.

“Before continuing modifications made must be stored. Store modifications and continue?”

Responding Yes will Save any changes made to the data base and present the Responsibility Group Maintenance Form.

Responding No will not Save any changes and will return to the Responsibility Maintenance Form.

**Save Button**

This button will save all changes made to the Responsibility Structure to the data base and keep the Responsibility Maintenance form open to continue maintenance.

**Direction Arrows**

Selecting the direction arrows will scroll the chart in the appropriate direction. This allows any portion of the Responsibility Structure that may be unable to be viewed in the main window to be presented.

**Responsibility Groups Pop Up Form**

This form allows for the selection of a valid Responsibility Group.

Group Code	Description
A1	A1 Group
ANDREW	Andrew Drilling
ANIMAL	Animal Control Officer
BLD	Building Inspector
BLDO	Building Officers
BLDSUR	Building Surveyor
CASHIER	Cashiers
CEO	Chief Executive Officer
CHRIS#	Chris's Test group1

**Search Profile**

Group Code

Description

**Search** **Select** **Close**

*Responsibility Groups Pop Up*

**Group Code**

This field contains the unique code assigned to the Responsibility Group. This field is display only and cannot be maintained.

**Description**

This field contains the full description assigned to the Responsibility Group.

**Search Profile - Group Code**

Enter a Responsibility Group Code (or part thereof).if a Search is required by Group Code.

**Search Profile - Description**

Enter a Responsibility Group Description (or part thereof) if a Search is required by Description.

## User By Structure Pop Up

This form allows for the selection of a valid User for the Structure.

User Identifier	User Name
CHICCOE	Eddi Chicco
LIUH	Helen Liu

**Search Profile**

User Identifier

User Name

*User by Structure Pop Up Form*

**User Identifier**

This field contains the User Identifier assigned to the Responsibility Structure. This field is display only and cannot be maintained.

**User Name**

This field contains the full description assigned to the Responsibility Group.

**Search Profile – User Identifier**

Enter a User Identifier (or part thereof).if a Search is required by User Identifier.

**Search Profile – User Name**

Enter a User Name Description (or part thereof) if a Search is required by Name.

## Adding Users to the Responsibility Structure

Users are added to individual Responsibility Groups using the Modify button on the Responsibility Maintenance Form.

An individual User may exist within one or many groups.

Users must first be established at the system level.

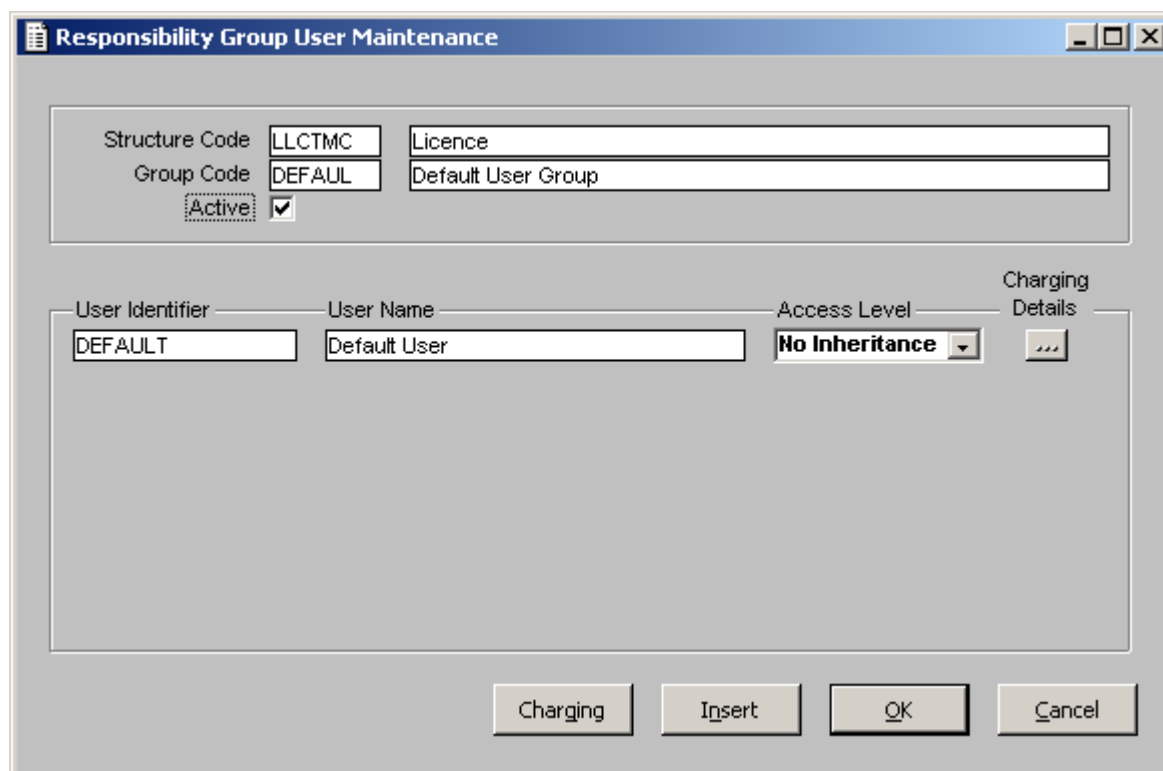
### Responsibility Group Maintenance Form

This form allows for the addition and deletion of Users within a Responsibility Group.

Select the Insert button to add a user to the Responsibility Group. The User Pop Up form will be displayed to enable selection of a valid User record.

To delete a user from the Responsibility Group Select function key F11.

If this form is accessed in Enquiry mode (i.e. via the Council or Class Parameters - Responsibility Selection Form), there will be no maintenance functions allowed.



*Responsibility Group User Maintenance Form*

#### Structure Code

This field displays the Responsibility Structure code and description that is currently being maintained. This field is display only and cannot be maintained.

#### Group Code

This field displays the Responsibility Group Code and description that is currently being maintained. This field is display only and cannot be maintained.

#### Active

If this box is checked on the Responsibility Group is active for the Responsibility Structure.

If this box is checked off the Responsibility Group is no longer active for the Responsibility Structure. Assigning of functions to this Responsibility Group will no longer be permitted.

**User Identifier**

This field contains the unique User identifier allocated to the User.  
This field is display only and cannot be maintained.

**User Name**

This field contains the full name of the User assigned to the Responsibility Group.  
This field is display only and cannot be maintained.

**Access Level**

This field determines what attributes may be inherited from other users within the Responsibility Structure. Three options are available from the drop-down list

- Restricted
- Limited
- Unrestricted

**Restricted**

Selecting this access level will assign inheritance from other users that are contained **immediately below** the current group. (There is no inheritance from other groups on the same level or above in the Structure.)

**Limited**

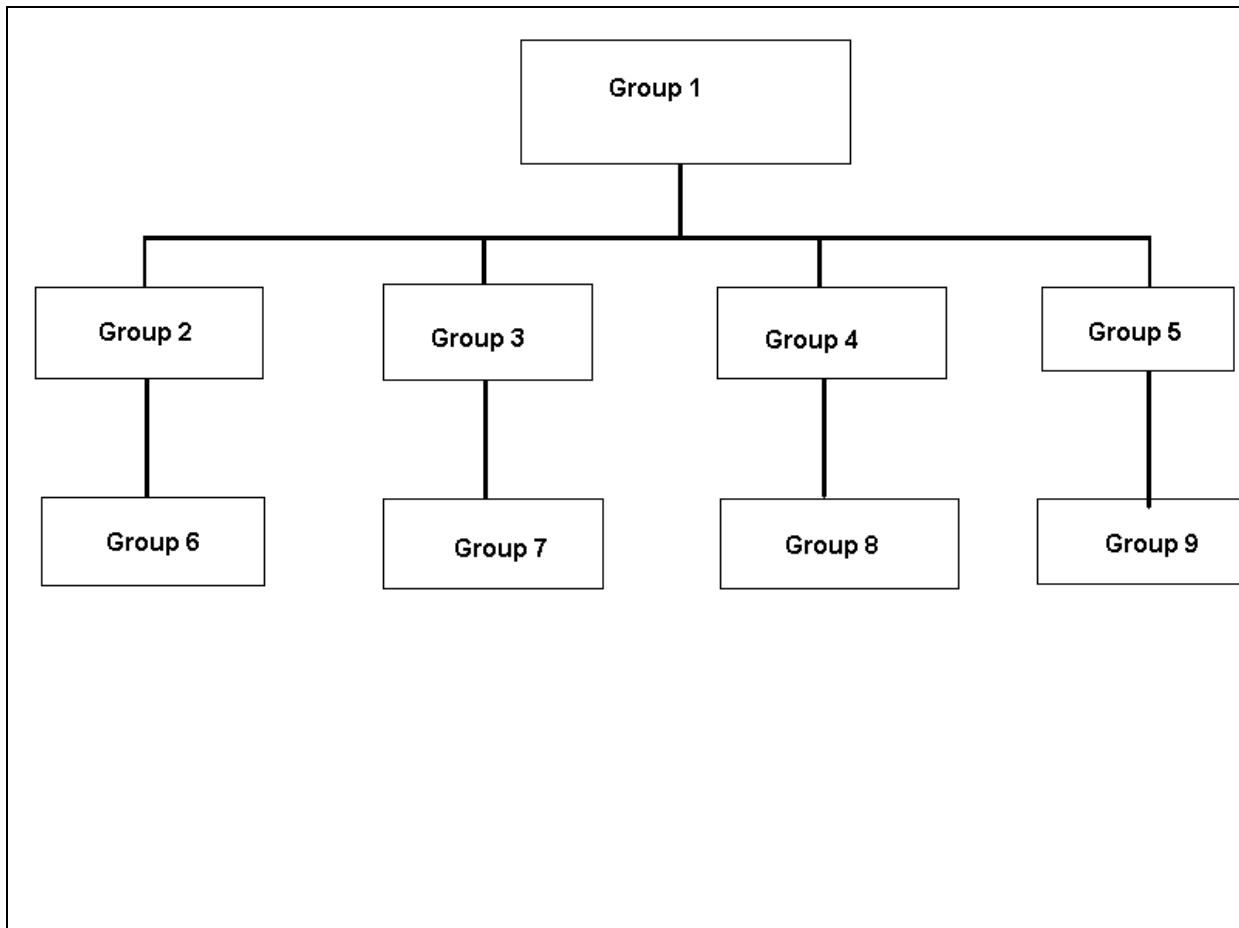
Selecting this access level will assign inheritance from other users that are contained on **all levels below** the current group. (There is no inheritance from other groups on the same level or above in the Structure.)

**Unrestricted**

Selecting this access level will assign inheritance from all other users on the Structure.

**No Inheritance**

Users in this group will not inherit any security from any other users or groups in the structure (each individual option must be separately assigned.)

**Restricted Example**

If a User in Group 2 was allocated an access level of Restricted then that user would inherit attributes from all Users contained within Group 6 only.

**Limited Example**

If a User in Group 2 was allocated an access level of Limited then that user would inherit attributes from all Users contained within Groups 6, 7, 8 and 9.

**Unrestricted Example**

If a User in Group 2 was allocated an access level of Unrestricted then that user would inherit attributes from all Users contained within Groups 1, 3, 4, 5, 6, 7, 8 and 9.

**No Inheritance Example**

If a user in Group 2 was allocated an access level of No Inheritance then that user would have no inheritance from any individual or group in the structure. Individual options have to be assigned.

**Charging Details**

The Charging Details Option allows for the setting of Hourly Charge Rates and Minimum Time requirements for each user. These defaults are then used as defaults for new Timesheet records entered against Task Actions.

Using the Charging Option Button will allow the automatic update for each user the information which is displayed via the Charging Details Button. Therefore the User is able to change the information just for one Responsibility User if required.

NOTE: The Charging Details button is only available for Applications, Licensing and Customer Service module structures.

### Charging Options Button

Using the Charging Option Button will allow the automatic update for each user displayed for the Structure / Group the information displayed via the Charging Details Button. This is similar to a global update for all the Users displayed.

If different settings are required for a single user then the Charging Details Button shown against each User can be selected to override the default for that particular User.

Note that when the Charging Options Button is selected the form displays with no information displayed only the list of Users available to be updated. The User is required to nominate the Users to be updated and enter in the required information on the bottom of the form.

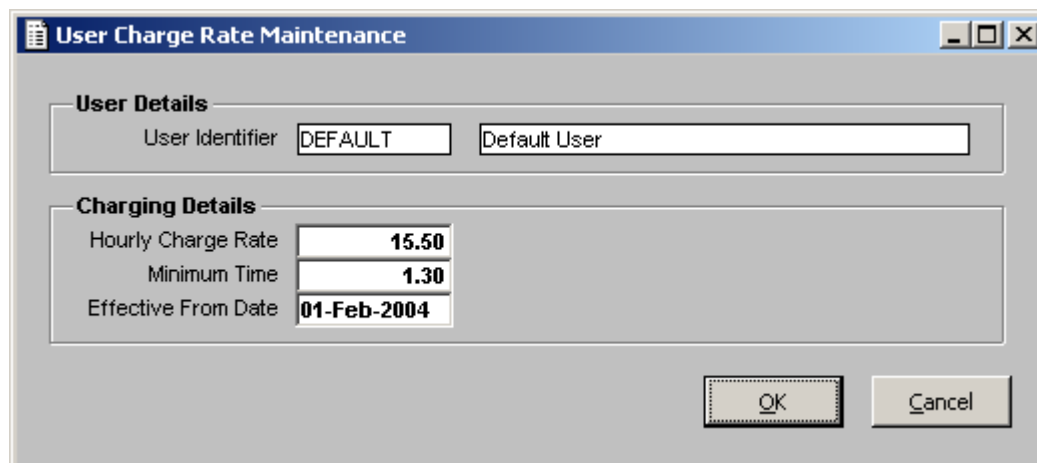
NOTE: The Charging Options button is only available for Applications, Licensing and Customer Service module structures.

## User Charge Rate Maintenance Form

This form allows for the entry of default setting for Timesheet entry for an individual User.

NOTE: The Hourly Charge Rate and Minimum Time will only be used as defaults within Timesheet Entry if there is no Hourly Charge Rate or Minimum Time defined on the User Action (provided the Effective From Date is less than the system date.)

If there is no Hourly Charge Rate or Minimum Time defined at this level then the Hourly Charge Rate / Minimum Time will be defaulted from the Workflow User Parameter Menu.



User Charge Rate Maintenance Form

### User Details - User Identifier

The User Identifier and Description that has been selected for Default Timesheet information to be entered against is shown in these fields.

### Charging Details – Hourly Charge Rate

The Default Hourly Charge Rate is entered into this field for the User or can be updated in batch by using the Charging Options Button. This field is expressed in dollars and cents. i.e. 25.75.

### Charging Details – Minimum Time

The Default Minimum Time is entered into this field for the User or can be updated in batch by using the Charging Options Button. This field is expressed in decimals of an hour. i.e. 2.10 entered will represent 2 hours and 6 mins. Or 2.25 will represent 2 hours and 15 mins.

### Charging Details – Effective From Date

The Effective From Date is entered into this field. This is used to show the date that the Minimum and Hourly Charge Rates were defined for the User.

## Bulk Update User Charge Rates Form

This form allows for the bulk entry of default setting for Timesheet entry for an individual User. Note that upon entry into this form no User will have been assigned and the New Charging Detail fields will be blank. Once the information has been entered onto this form and the OK Option Button selected then upon reselecting this option will again display the form with no Users assigned and blank New Charging Detail fields.

NOTE: The Hourly Charge Rate and Minimum Time will only be used as defaults within Timesheet Entry if there is no Hourly Charge Rate or Minimum Time defined on the User Action (provided the Effective From Date is less than the system date.)

If there is no Hourly Charge Rate or Minimum Time defined at this level then the Hourly Charge Rate / Minimum Time will be defaulted from the Workflow User Parameter Menu.

**Bulk Update User Charge Rates**

**Responsibility Group**

Structure Code: LLCTMC Licence:

Group Code: DEVMT Development Group:

**Available Officers**

MWLS	Mark Wilson
MWEDD	Nina Wedding
PENNO	Don Penno
SFURB	Susan Furber
SMITHD	Darrell Smith
SPENCED	Derek Spencer
SZIVATR	Robert Szivatz
TLIAK	Trigona Liakos
TRAND	Terri Randle
TWHIT	Trevor White
XILIU	Xiang Liu
GABBN	Nick Gabb

**Assigned Officers**

DEE	Deirdre Todd
DHAYD	David Haydon
DREWERS	Stuart Drewer
EDALI	Eddie Dalidowicz
TTHAI	Tai Thai

**New Charging Details**

Hourly Charge Rate: 27.50

Minimum Time: 2.50

Effective From Date: 01-Feb-2004

OK Cancel

User Charge Bulk Update User Charge Rate Form

### Responsibility Group – Structure Code

The Structure that has been selected and requires updating with Default Timesheet Information is shown in these fields.

### Responsibility Group – Group Code

The Group Code associated to the Structure that has been selected and requires updating with Default Timesheet Information is shown in these fields.

### Available Officers

The Officers that are associated to the selected Structure / Group are shown in the Available Officers list. The Officers that are required to be updated will need to be moved across to the Assigned Officers section.

### Assigned Officers

Officers from within the Structure / Group that are required to be updated with the New Charging Details information are shown in this section. If the Officer is not required or has been selected by mistaken then they can be de-selected by using the De-select button.

### New Charging Details – Hourly Charge Rate

The Hourly Charge Rate is entered into this field for the Officers that have been assigned for update. This field is expressed in dollars and cents. i.e.. 25.75. Once this information has been updated it can be viewed via the Charging Details button against each Officer.

### New Charging Details – Minimum Time

The Minimum Time is entered into this field for the Officers that have been assigned for update. This field is expressed in decimals of an hour. i.e. 2.10 entered will represent 2 hours and 6 mins. Or 2.25 will represent 2 hours and 15 mins. Once this information has been updated it can be viewed via the Charging Details button against each Officer.

### New Charging Details – Effective From Date

The Effective From Date is entered into this field for the Officers that have been assigned for update. This is used to show the date that the Minimum and Hourly Charge Rates were defined for the Officers. Once this information has been updated it can be viewed via the Charging Details button against each Officer.

## User Pop Up Form

This form allows for the selection of individual users.

User Identifier	User Name
BARLOWV	vWarren Barlow
BARTELG	Graham Bartel
BATHC	Chris Bath
BIRDJ	Jim Bird
BJT	A.C.C. Test Inspector BJT
BONEM	Michael Bone
BROOKSD	David Brooks
BUXTOND	David Buxton
CADDJ	Joan Cadd

**Search Profile**

User Identifier

User Name

**Search** **Select** **Close**

User Pop Up Form

### User Identifier

This field contains the unique identifier for each user. This field is display only and cannot be maintained.

### User Name

This field contains the full name of the user. This field is display only and cannot be maintained.

**Search Profile - User Identifier**

Enter a User Identifier (or part thereof) on which to base your search.

**Search Profile - User Name**

Enter a User Name (or part thereof) on which to base your search.

## Copying Groups and Users into the Structure

This function allows Responsibility Groups and Users that have been established within another Responsibility Structure to be copied into the current Responsibility Structure.

### Group Copy Maintenance Form

This form allows the selection and copy of a Responsibility Group and users into the current Responsibility Structure.

This form is accessed via the Copy Button on the Responsibility Maintenance form.

The Responsibility Group will be inserted into the current Responsibility Structure directly beneath the Responsibility Group that has focus when the Copy Button is Selected.

When the form is first presented no Responsibility Group codes are displayed. Select a Responsibility Group Code to copy from the Pop Up button on the Group Code field.

This is a multi-select form. Place focus on the Responsibility Group that you wish to copy then highlight the appropriate users within the Responsibility Group.

Structure	Description
PROPAD	Property Testing Structure
REPT	Responsibility for Receipting

*Group Copy Maintenance Form*

#### Group Code

This field contains the Responsibility Group Code and description that you wish to copy into the current Responsibility Structure.

Select a valid Responsibility Group Code from the Responsibility Groups Pop Up form.

#### Structure and Description

These fields contain the Responsibility Structure Code and Description in which the selected Responsibility Group Code currently resides.

This fields are display only and cannot be maintained.

#### User Identifier

This field contains all the Users that are assigned to the Responsibility Structure within the Responsibility Group Code nominated.

Users that are to be copied with the Responsibility Group Code are “selected” using the standard multi-select function. Refer to the “How to Use” Help or User Guide on how to use multi-select forms.

When all users have been selected Selecting OK will perform the copy function.

## User Maintenance

The User Maintenance function is available to assist in structure maintenance where staff change positions or leave the organisation.

The following topic is covered in this section:

[Deleting Users from Responsibility Structures](#)

## Deleting Users from Responsibility Structures

An individual User may be assigned to many Responsibility Groups within many Responsibility Structures.

To facilitate the deletion of an individual User, for example when the user leaves the organisation, the User Maintenance function has been provided.

### Example Workflow for Removing a User from All Structures

- Select the User Maintenance option
- Enter a user identifier or select from the pop up
- Highlight the required user identifier and click on the Select button (This will display a list of all structure codes to which the selected user is linked)
- Highlight all groups to which the user belongs.
- Click the Delete button. This will remove the user from all of the selected groups in the structure.
- Click on the Close button to return to the menu.

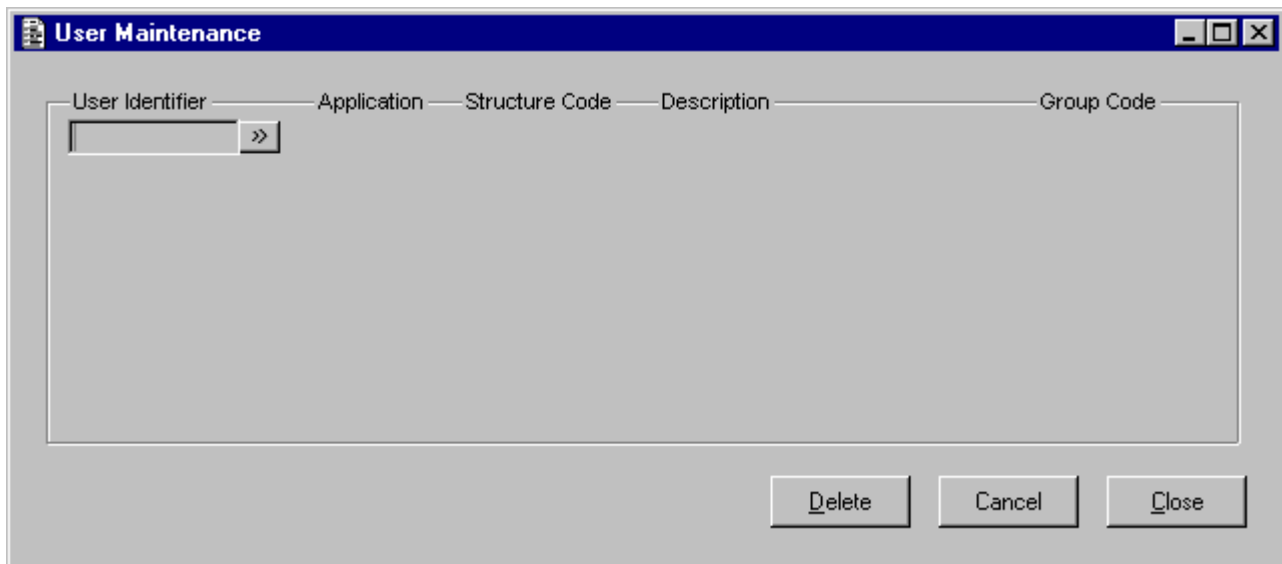
### User Maintenance Form

This form allows the deletion of:-

- An individual User from a single Responsibility Group within a single Responsibility Structure
- An individual User from many (or all) Responsibility Groups within many (or all) Responsibility Structures.

Selecting a user will display all Responsibility Structures and Groups that the User has been assigned to.

This is a multi-select form. To Delete a User from a Responsibility Structure “select” the appropriate occurrence (or multiple occurrences) and Select the Delete Button.



*User Maintenance Form*

#### User Identifier

This field contains the identifier of the User to be deleted from a Responsibility Group or Structure. Select a valid User Id from the User Pop Up form.

#### Application

This field displays the application code assigned to the Responsibility Structure that the User is a member of. This field is display only and cannot be maintained.

#### Structure Code

This field displays the Responsibility Structure code that the User is a member of.

This field is display only and cannot be maintained.

**Description**

This field displays the Responsibility Structure Description that the User is a member of.  
This field is display only and cannot be maintained.

**Group Code**

This field displays the Group Code within the Responsibility Structure that the User is a member of.  
This field is display only and cannot be maintained.

**Delete Button**

Selecting this button will remove the nominated User from the “selected” Groups within the Responsibility Structures.

## Responsibility Options

This section describes the forms which are required in order to define the default security options. Responsibility options may currently be defined for the following

- Property Council Codes
- Application Classes

The following topics are covered in this section:

[Responsibility Options](#)

[Responsibility Group Options](#)

# Responsibility Options

## Assign Parameter Options Form

This form will be utilised by those Land Information and Core systems which allow the ability to define security on certain **parameter** options. This form will be accessed to perform the following tasks.

- Assign Application Parameter options - via Application Class Maintenance
- Assign Licensing Parameter options – via Licensing Parameters

*Assign Application Parameter Options Form*

### Description

This field contains a description of the application options which are being defined. An example could be Class Details - Building Applications. This field is display only and cannot be maintained.

### Available

This field contains a list of all the parameter options which are available for the relevant application. The Select/Remove buttons may be used to assign these options (i.e. to a particular Class).

### Assigned

This field contains a list of all the parameter options which have been assigned to the relevant application. The Select/Remove buttons may be used to assign these options (i.e. to a particular Class).

### Select/Remove Buttons

By Selecting the Select and Remove buttons, options may be assigned and unassigned as required.

### Select All / Remove All Buttons

By Selecting the Select All and Remove All buttons, all options are either assigned or unassigned.

### Move Buttons

By Selecting the Move buttons, the listed options may be re-sequenced into the desired order of display. The options will display in this sequence when accessing the Parameters option from within the application (e.g. Applications Parameters).

## Assign Maintenance/Enquiry Options Form

This form will be utilised by all Land Information and Core Systems which allow the ability to define security on certain **maintenance** options. This form will be accessed to perform the following tasks.

- Assign Property, Title and Parcel Maintenance options - via the Property Council Maintenance
- Assign Application Maintenance options - via Application Class Maintenance

Assigning available options at this level provides the default set of available options. This may be overridden for individual users defined within the Responsibility structure assigned to the application.

*Assign Application Maintenance/Enquiry Options Form*

### Description

This field contains a description of the application options which are being defined. For example Class Details - Building Applications OR Council Area Details - Default Council. This field is display only and cannot be maintained.

### Available

This field contains a list of all the maintenance/enquiry options which are available for the relevant application. The Select/Remove buttons may be used to assign these options (i.e. to a particular Class or Council).

### Assigned

This field contains a list of all the maintenance/enquiry options which have been assigned to the relevant application. The maintenance abilities (insert, change and delete) may be assigned for each option. The Select/Remove buttons may be used to assign these options (i.e. to a particular Class or Council).



**Note:** When renaming an option, Pathway must be restarted for those changes to take effect.

### Insert

If this checkbox is checked on, the ability to add records will be available for the option. Note - some options do not support an insert feature due to the nature of the function (e.g. Delete Property). In this scenario, the Insert checkbox will not be relevant.

The default for all assigned options is the checkbox checked on (i.e. check off the checkbox if this function is to be restricted).

### Change

If this checkbox is checked on, the ability to amend details will be available for the option. Note - some options do not support a change feature, due to the nature of the function (e.g. Sub Properties function is only for adding new sub-properties). In this scenario, the Change checkbox will not be relevant.

The default for all assigned options is the checkbox checked on (i.e. check off the checkbox if this function is to be restricted).

### Delete

If this checkbox is checked on, the ability to delete details will be available for the option. Note - some options do not support a change feature, due to the nature of the function (e.g. Address Details - property addresses may only be deleted from the Property Deletion function). In this scenario, the Delete checkbox will not be relevant.

The default for all assigned options is the checkbox checked on (i.e. check off the checkbox if this function is to be restricted).

### Labels

Selecting the Labels Detail Button allows the User to re-label existing fields to enable the fields to be more informative and existing fields to be used for data other than what the field may have been initially intended for.

### Select/Remove Buttons

By Selecting the Select and Remove buttons, options may be assigned and unassigned as required.

### Select All / Remove All Buttons

By Selecting the Select All and Remove All buttons, all options are either assigned or unassigned.

### Move Buttons

By Selecting the Move buttons, the listed options may be re-sequenced into the desired order of display. The options will display in this sequence when accessing the Options button from within an application (e.g. Property, Applications).

## Assign Authority Options Form

This form will be utilised by all Land Information and Core Systems which allow the ability to define security on certain authorised options.

Assigning available options at this level provides the default set of available options. This may be overridden for individual users defined within the Responsibility structure assigned to the module.

Class Details	
Description	PC Building Application - TA

Available	Assigned	Secured
	Contribution Fees Indexation	No
	Fees Adjustment, Transfer	No
	Fees Enquiry	No
	Fees Exempt, Not Applicable, Re	No
	Fees Paid and Reset Buttons	No
	History Take-Up	No
	Lodgement	No
	Prepayments	No
	Print Application Letters (Batch	No
	Print Permit/Certificate Letters	No
	Unfreeze Conditions	No

Move (Up/Down arrows)

OK Cancel

Assign Application Authority Options Form

**Assign Cashier Authority Options**

Description: Receipting

**Available**

- Sign Off All
- Maintain Disputed Rates Transaction
- Maintain Disputed Debtors Transact

**Assigned**

- Reverse Banked Receipts
- Reverse Non-Banked Receipts
- Transfer Allocation Line
- Change Receipt Date
- View Drawer Totals
- Sequence Receipt Line
- Reprint Receipt
- Process Allocation Line

**Secured**

- No
- No
- No
- No
- No
- No
- No
- No

Move

OK Cancel

*Assign Cahier Authority Options form*

### Receipting Authorities

The Authorities allow/disallow various functions within the Receipting Process. These Authorities are the 'System Defaults' for Receipting.

The functions available for selection are as follows:

- Sign Off All - supervisor sign-off of all cash drawers
- Reverse Banked Receipt
- Reverse Non-Banked Receipt
- Transfer Allocation Line - access to receipt transfer function
- Change Receipt Date - via receipt entry
- View Drawer Totals – via receipt entry
- Sequence Receipt Line – reorder allocation lines
- Reprint Receipt
- Process Allocation Line
- Maintain Disputed Rates Transactions
- Maintain Disputed Debtors Transactions

Nominating Authorities at this point does not assign them to a cashier. This option is used to nominate those functions that are available to be assigned to a cashier.

The "Maintain Disputed Rates Transactions" option allows Cashiers the ability to flag transactions as Disputed for Rates, Water Billing and Special Rates and charges Assessments. The "Maintain Disputed Debtors Transactions" option allows Cashiers the ability to flag transactions as Disputed for Debtors Assessments. If assigned, the authorities are available within Receipting>>Receipting Parameters>>User Authorities.

### Description

This field contains a description of the application options which are being defined.

For example Class Details - Building Applications OR Council Area Details - Default Council. This field is display only and cannot be maintained.

### Available

This field contains a list of all the authorised options which are available for the relevant application. The Select/Remove buttons may be used to assign these options (i.e. to a particular Class or Council).

### Assigned

This field contains a list of all the authorised options which have been assigned to the relevant application. The related security (yes, no, password) may be assigned for each option. The Select/Remove buttons may be used to assign these options (i.e. to a particular Class or Council).

**Secured**

This field enables you to assigned the appropriate security level on each of the assigned authorised functions. The following options are available from the drop-down list:

- |          |  |
|----------|--|
| No       | This function is not secured and may be performed  |
| Yes      | This function is secured and may NOT be performed  |
| Password | This function may only be performed with the appropriate password control.<br>(This feature is yet to be implemented). |

**Select/Remove Buttons**

By Selecting the Select and Remove buttons, options may be assigned and unassigned as required.

**Select All / Remove All Buttons**

By Selecting the Select All and Remove All buttons, all options are either assigned or unassigned.

**Move Buttons**

By Selecting the Move buttons, the listed options may be re-sequenced into the desired order of display. The options will display in this sequence when accessing the Options button from within an application (e.g. Property, Applications).

**Class Option Labels**

The Class Option Labels form allows the User to re-label the existing fields to enable the fields to be more informative and existing fields to be used for data other than what the field may have been initially intended for.

The fields that are available are those on the front Flood Maintenance Form.

Council Area Details	
Description	Geac City Council

Option	
Code	Floods

Field Label		Hide
Certification Date		<input type="checkbox"/>
Flood Construction/Level		<input type="checkbox"/>
Area Number		<input type="checkbox"/>
Floodway		<input checked="" type="checkbox"/>
Highest Flood		<input type="checkbox"/>
Year		<input type="checkbox"/>
Map Reference	Gis Reference	<input type="checkbox"/>
Date Notified	Notification Date	<input type="checkbox"/>
1:100 Year Flood		<input type="checkbox"/>

OK Cancel

*Class Option Labels Form*

**Council Area Details – Description**

This field contains a description of the application options, which are being defined. For example Class Details - Building Applications OR Council Area Details - Default Council. This field is display only and cannot be maintained.

#### Option – Code

This field contains a description of the application option code which is being defined. An example of this is Floods - Building Applications OR Council Area Details - Default Council. This field is display only and cannot be maintained.

#### Field Label

This field contains a description of the field available on the Floods option. This field is display only and cannot be maintained.

#### User Defined Label

Users are able to enter their own Field Label. Entering a value in this field will override the standard field name with that given.

#### Hide

Where a field is not required at all, check on the “Hide” checkbox.

## Assign Application Batch Options

This form will be utilised by all Land Information and Core Systems which allow the ability to define security on certain authorised options.

Assigning available options at this level provides the default set of available batch options. This may be overridden for individual users defined within the Responsibility structure assigned to the module.

*Assign Application Batch Options Form*

#### Description

This field contains a description of the application options which are being defined. For example Class Details - Building Applications OR Council Area Details - Default Council. This field is display only and cannot be maintained.

#### Available

This field contains a list of all the authorised options which are available for the relevant application. The Select/Remove buttons may be used to assign these options (i.e. to a particular Class or Council).

**Assigned**

This field contains a list of all the authorised options which have been assigned to the relevant application. The Select/Remove buttons may be used to assign these options (i.e. to a particular Class or Council).

**Select/Remove Buttons**

By Selecting the Select and Remove buttons, options may be assigned and unassigned as required.

**Select All / Remove All Buttons**

By Selecting the Select All and Remove All buttons, all options are either assigned or unassigned.

**Move Buttons**

By Selecting the Move buttons, the listed options may be re-sequenced into the desired order of display. The options will display in this sequence when accessing the Options button from within an application (e.g. Property, Applications).

# Responsibility Group Options

This section describes the forms which are required in order to define the Responsibility level security. These forms are accessed from the following areas:

- Property Council Codes
- Application Classes

These options should be accessed after the initial default security has been defined.

## Responsibility Group Selection Form

This form is utilised when defining security options for the Responsibility Structure linked to the selected application. This form enables options to be defined for each group within the Responsibility structure. The detail buttons on this form enable the actual Responsibility Structure users defined within each Responsibility group to be viewed.

The following should be considered when assigning parameter, maintenance or authority options to the Responsibility structure groups.

The Access Level assigned to each user will determine which groups required options to be defined.

For example - if users at the top of the structure are given an access level of Unrestricted - they will assume all responsibility assigned to those below them in the structure.

The ability therefore exists to define security at the lowest level of the structure only, with the higher levels assuming responsibility from those below.

Class Details	
Description	PC Building Application - T.A

Responsibility Structure	
APPPLN	Applications & Planning

Responsibility Group	
COOK	Pat Cook
DEFAUL	Default User Group
CHICCO	Eddi Chicco
HICKMA	Nigel Hickman
MARKOT	Theresa Markotany
SUP	Support Group
WOODH	Greg Woodhead
DEVMT	Development Group
SMITH	Tony Smith

Copy
Modify
Close

*Responsibility Group Selection Form*

### Description

This field contains a description of the application options which are being defined.

For example Class Details - Building Applications OR Council Area Details - Default Council. This field is display only and cannot be maintained.

### Responsibility Structure

This field contains the code and description associated with the Responsibility structure which is being utilised for assigning security. The detail button may be utilised to display this structure, its related groups and users.

### Responsibility Group

This field contains a list of ALL the groups within the selected Responsibility structure. The following functions may be performed for each group

- Select the detail button alongside the group to view the user(s) which have been assigned to the group
- Use the Modify button to select the group in order to assign the appropriate parameter, maintenance or authority options
- Use the Copy button to copy the options which have been assigned to other groups. This is intended to assist in the initial set-up of the Responsibility Structure assigned options.

### Copy / Apply Button

By selecting the copy button, assigned options may be copied from one Responsibility Group to another. The following steps are required to complete the Copy process -

- Highlight the group that you wish to copy assigned options from
- Select the Copy button - to initiate the copy process
- Select the group that you wish to copy assigned options to
- Select the Apply button (originally the Copy button)
- Confirm that your are copying from and to the correct groups

## Assign Group Parameter Options Form

This form will be utilised by those Land Information and Core systems which allow the ability to define security on certain **parameter** options. This form will be accessed to perform the following tasks.

- Assign Application Parameter options - via Application Class Maintenance

The options available at this level will be tailored based on the defaults defined previously (e.g. Class level parameters).

*Assign Group Application Parameter Options Form*

### Description

This field contains a description of the application options which are being defined. For example Class Details - Building Applications. This field is display only and cannot be maintained.

### Responsibility Structure

This field contains the Responsibility Structure which is currently being utilised for assigning responsibility options. This field is display only and cannot be maintained.

### Responsibility Group

This field contains the Responsibility Group which is currently being utilised for assigning responsibility options. This field is display only and cannot be maintained.

### Available

This field contains a list of all the parameter options which are available for the relevant application. The Select/Remove buttons may be used to assign these options (i.e. to a particular Class).

### Assigned

This field contains a list of all the parameter options which have been assigned to the relevant application. The Select/Remove buttons may be used to assign these options (i.e. to a particular Class).

### Select/Remove Buttons

By Selecting the Select and Remove buttons, options may be assigned and unassigned as required.

### Select All / Remove All Buttons

By Selecting the Select All and Remove All buttons, all options are either assigned or unassigned.

## Assign Group Maintenance/Enquiry Options Form

This form will be utilised by all Land Information and Core Systems which allow the ability to define security on certain maintenance options. This form will be accessed to perform the following tasks

- Assign Responsibility Group Property, Title and Parcel Maintenance options - via the Property Council Maintenance
  - Assign Responsibility Group Application Maintenance options - via Application Class Maintenance
- The options available at this level will be tailored based on the defaults defined previously (e.g. Council or Class level parameters).

Class Details	
Description	PC Building Application - TA
Responsibility	
Structure	Applications & Planning
Group	Pat Cook

Available	Assigned	Insert	Change	Delete
	Affected Properties	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Amendments	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Application Data	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Application Dimensions	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Application Fees	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Application Fees Refund	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Building Classifications	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Change Application Type	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Conditions	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Consents	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Contribution Fees	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

OK Cancel

*Assign Group Application Maintenance/Enquiry Options Form*

### Description

This field contains a description of the application options which are being defined. For example Class Details - Building Applications OR Council Area Details - Default Council. This field is display only and cannot be maintained.

### Responsibility Structure

This field contains the Responsibility Structure which is currently being utilised for assigning responsibility options. This field is display only and cannot be maintained.

### Responsibility Group

This field contains the Responsibility Group which is currently being utilised for assigning responsibility options. This field is display only and cannot be maintained.

### Available

This field contains a list of all the maintenance/enquiry options which are available for the relevant application. The Select/Remove buttons may be used to assign these options to a particular Responsibility Group.

### Assigned

This field contains a list of all the maintenance/enquiry options which have been assigned to the relevant application. The maintenance abilities (insert, change and delete) may be assigned for each option. The Select/Remove buttons may be used to assign these options to a particular Responsibility Group.

### Insert

If this checkbox is checked on, the ability to add records will be available for the option. Note - some options do not support an insert feature due to the nature of the function (e.g. Delete Property). In this scenario, the Insert checkbox will not be relevant.

The default for all assigned options will be the default defined via the previous options (e.g. Class or Council).

### Change

If this checkbox is checked on, the ability to amend details will be available for the option. Note - some options do not support a change feature, due to the nature of the function (e.g. Sub Properties function is only for adding new sub-properties). In this scenario, the Change checkbox will not be relevant.

The default for all assigned options will be the default defined via the previous options (e.g. Class or Council).

### Delete

If this checkbox is checked on, the ability to delete details will be available for the option. Note - some options do not support a change feature, due to the nature of the function (e.g. Address Details - property addresses may only be deleted from the Property Deletion function). In this scenario, the Delete checkbox will not be relevant.

The default for all assigned options is the checkbox checked on (i.e. check off the checkbox if this function is to be restricted).

### Select/Remove Buttons

By Selecting the Select and Remove buttons, options may be assigned and unassigned as required.

### Select All / Remove All Buttons

By Selecting the Select All and Remove All buttons, all options are either assigned or unassigned.

## Assign Group Authority Options Form

This form will be utilised by all Land Information and Core Systems which allow the ability to define security on certain authorised options. This form will be accessed to perform the following tasks

- Assign Responsibility Group Property Authority options - via the Property Council Maintenance
- Assign Responsibility Group Application Authority options - via Application Class Maintenance

Assigning available options at this level provides the default set of available options. This may be overridden for individual users defined within the Responsibility structure assigned to the application.

**Assign Group Application Authority Options**

**Class Details**  
Description: PC Building Application - TA

**Responsibility**  
Structure: Applications & Planning  
Group: Pat Cook

**Available**

**Assigned**

Assigned	Secured
Contribution Fees Indexation	No
Fees Adjustment, Transfer	No
Fees Enquiry	No
Fees Exempt, Not Applicable, Reset	No
Fees Paid and Reset Buttons	No
History Take-Up	No
Lodgement	No
Prepayments	No
Print Application Letters (Batch)	No
Print Permit/Certificate Letters (Batch)	No
Unfreeze Conditions	No

OK Cancel

Assign Group Application Authority Options

**Description**

This field contains a description of the application options which are being defined.  
For example Class Details - Building Applications OR Council Area Details - Default Council. This field is display only and cannot be maintained.

**Responsibility Structure**

This field contains the Responsibility Structure which is currently being utilised for assigning responsibility authority options. This field is display only and cannot be maintained.

**Responsibility Group**

This field contains the Responsibility Group which is currently being utilised for assigning responsibility authority options. This field is display only and cannot be maintained.

**Available**

This field contains a list of all the authorised options which are available for the relevant application. The Select/Remove buttons may be used to assign these options (i.e. to a particular Class or Council).

**Assigned**

This field contains a list of all the authorised options which have been assigned to the relevant application. The related security (yes, no, password) may be assigned for each option. The Select/Remove buttons may be used to assign these options (i.e. to a particular Class or Council).

**Secured**

This field enables you to assigned the appropriate security level on each of the assigned authorised functions. The following options are available from the drop-down list

No	This function is not secured and may be performed
Yes	This function is secured and may NOT be performed
Password	This function may only be performed with the appropriate password control. (This feature is yet to be implemented).

**Select/Remove Buttons**

By Selecting the Select and Remove buttons, options may be assigned and unassigned as required.

**Select All / Remove All Buttons**

By Selecting the Select All and Remove All buttons, all options are either assigned or unassigned.

**Assign User Batch Options**

This form will be utilised by all Land Information and Core Systems which allow the ability to define security on certain maintenance options. This form will be accessed to perform the following tasks

- Assign Responsibility Group Property, Title and Parcel Maintenance options - via the Property Council Maintenance
- Assign Responsibility Group Application Maintenance options - via Application Class Maintenance

The options available at this level will be tailored based on the defaults defined previously (e.g. Council or Class level parameters).

*User Batch Options Form*

### Description

This field contains a description of the application options which are being defined. For example Class Details - Building Applications OR Council Area Details - Default Council. This field is display only and cannot be maintained.

### Responsibility Structure

This field contains the Responsibility Structure which is currently being utilised for assigning responsibility options. This field is display only and cannot be maintained.

### Responsibility Group

This field contains the Responsibility Group which is currently being utilised for assigning responsibility options. This field is display only and cannot be maintained.

### Available

This field contains a list of all the maintenance/enquiry options which are available for the relevant application. The Select/Remove buttons may be used to assign these options to a particular Responsibility Group.

### Assigned

This field contains a list of all the maintenance/enquiry options which have been assigned to the relevant application. The Select/Remove buttons may be used to assign these options to a particular Responsibility Group.

### Select/Remove Buttons

By Selecting the Select and Remove buttons, options may be assigned and unassigned as required.

### Select All / Remove All Buttons

By Selecting the Select All and Remove All buttons, all options are either assigned or unassigned.

## Rebuild Responsibility Options Control Form

Previously, only the Application could be selected. This would then rebuild All Structures within that Application. The new version enables the User to specify which Structure within an Application that is to be rebuilt. The Application field is mandatory and if no Structure is selected, All Structures within the selected Application will be rebuilt.

An additional feature has been implemented so that when any structure is modified all users who are currently signed on within that structure are sent an e-mail message. The message is to advise that a structure in which they are included has been rebuilt or is undergoing a rebuild and that they are asked to sign off of their session and back on again to have changes take affect. If they were not logged onto a Pathway session, then obviously when they log into a session the changes would already be present.

**Note:**

For the following areas within specific modules upon creation of new entries e-mails will be forwarded to users at both a Class level rebuild and also a Group level rebuild.

Applications/Licensing – Class  
 Infringements – Types  
 Rates Group Options  
 Property/Rates – Council Options  
 Name and Address – Options  
 Receipting – Authorities and User Authorities

Normally only one of these options would be changed so the e-mails sent would be minimal.

*Rebuild Responsibility Options Control Form*

### **Search Profile - Application Details**

Type in the Application Detail Code or use the Pop Up button to select the required Application Detail from the Application Code Pop Up form.

### **Search Profile - Structure**

Type in the Structure Code or use the Pop Up button to select the required Structure from the Responsibility Structure Pop Up form.

### **Additional Search Profile Options – Responsibility Groups**

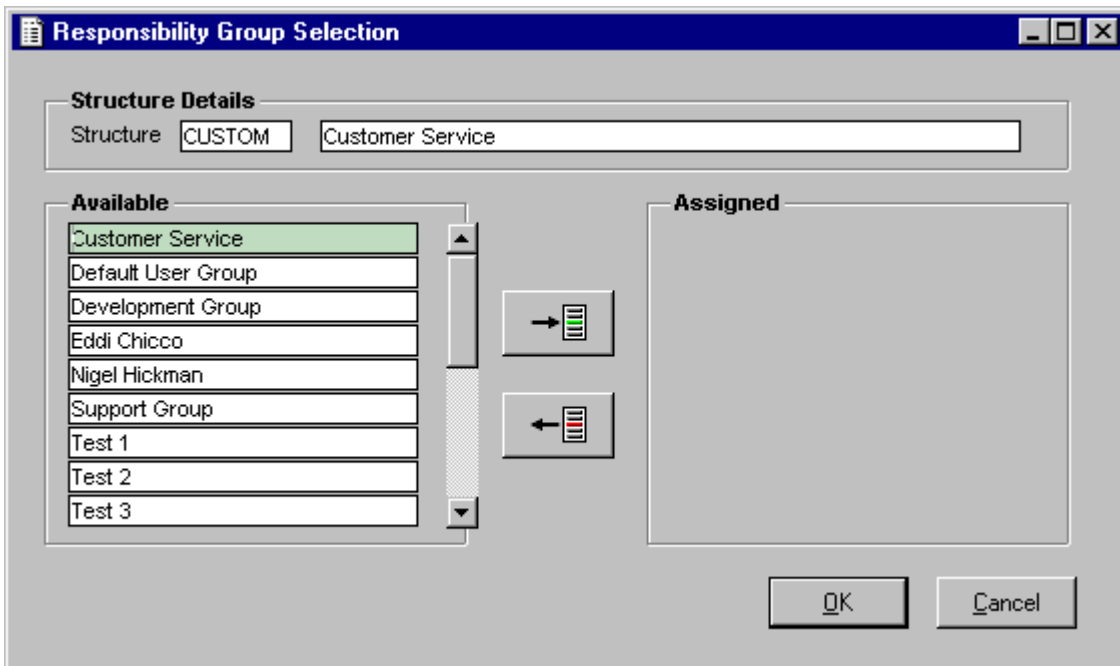
Selecting the Responsibility Groups Option Button displays the Responsibility Group Selection form.

### **Additional Search Profile Options – Users**

Selecting the Users Option Button displays the User Selection form.

## **Responsibility Group Selection Form**

The form allows a selection of Responsibility Groups to be rebuilt. The Groups shown in the 'Available list' are those Groups that are in the Structure selected on the previous form.

The image shows a software window titled "Responsibility Group Selection". At the top, under "Structure Details", there is a "Structure" label followed by a dropdown menu set to "CUSTOM" and a text field containing "Customer Service". Below this, the window is split into two main sections. The "Available" section on the left contains a list box with the following items: "Customer Service", "Default User Group", "Development Group", "Eddi Chicco", "Nigel Hickman", "Support Group", "Test 1", "Test 2", and "Test 3". The "Customer Service" item is highlighted. To the right of the list box are two buttons: one with a right-pointing arrow and a list icon, and another with a left-pointing arrow and a list icon. The "Assigned" section on the right is an empty rectangular box. At the bottom right of the window are "OK" and "Cancel" buttons.

*Responsibility Group Selection Form*

### **Structure Details - Structure**

This field displays the Structure Code and Description. This field is display only and may not be maintained.

### **Available**

This field contains a list of all the Responsibility Groups, which are available for the relevant application. The Select/Remove buttons may be used to assign these groups to a particular Structure.

### **Assigned**

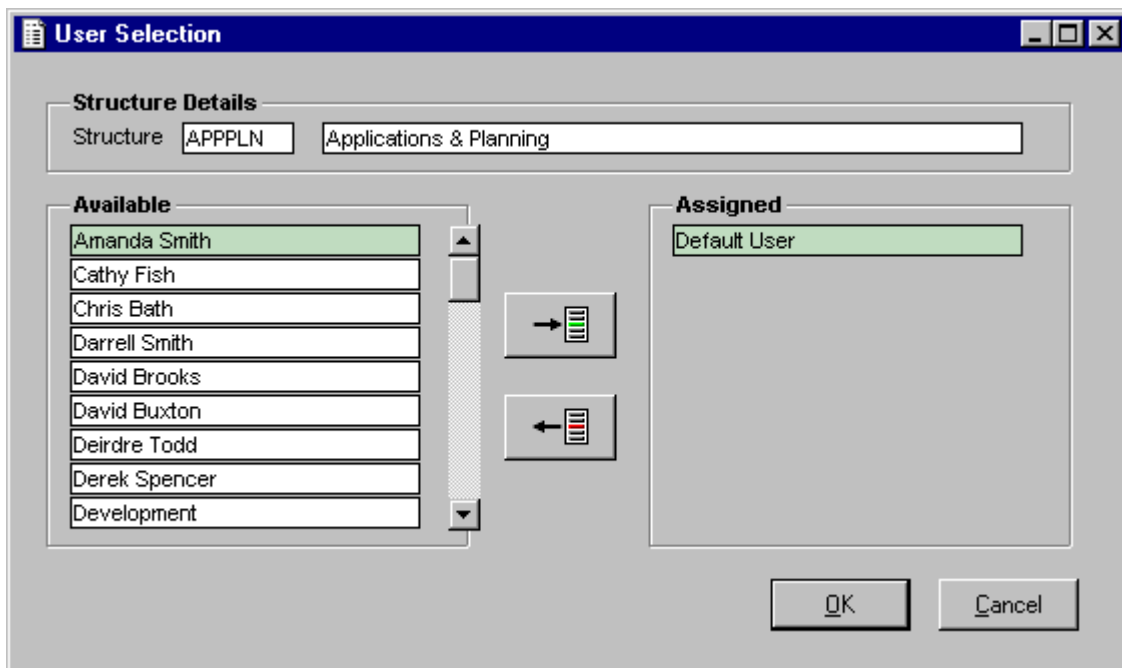
This field contains a list of all the Responsibility Groups, which have been assigned to the relevant application. The Select/Remove buttons may be used to assign these groups to a particular Structure.

### **Select/Remove Buttons**

By Selecting the Select and Remove buttons, options may be assigned and unassigned as required.

## **User Selection Form**

The form allows a selection of Users to be rebuilt. The Users shown in the 'Available list are those Users that are in the Structure selected on the previous form.

The screenshot shows a 'User Selection' dialog box. At the top, the title bar reads 'User Selection'. Below it, the 'Structure Details' section contains two text fields: 'Structure' with the value 'APPPLN' and a description field with the value 'Applications & Planning'. The main area is divided into two panes. The 'Available' pane on the left lists ten users: Amanda Smith, Cathy Fish, Chris Bath, Darrell Smith, David Brooks, David Buxton, Deirdre Todd, Derek Spencer, and Development. The 'Assigned' pane on the right shows 'Default User'. Between the panes are two buttons: a right-pointing arrow with a list icon and a left-pointing arrow with a list icon. At the bottom right are 'OK' and 'Cancel' buttons.

*User Selection Form*

### **Structure Details - Structure**

This field displays the Structure Code and Description. This field is display only and may not be maintained.

### **Available**

This field contains a list of all the Users, which are available for the relevant application. The Select/Remove buttons may be used to assign these Users to a particular Structure.

### **Assigned**

This field contains a list of all the Users, which have been assigned to the relevant application. The Select/Remove buttons may be used to assign these Users to a particular Structure.

### **Select/Remove Buttons**

By Selecting the Select and Remove buttons, options may be assigned and unassigned as required.

## **Selections by Responsibility**

This section describes the forms which are available to use on Selection forms for the modules. For example if the User is running a Task report from Workflow then the Report can be further refined by using the Selections available from the Responsibility Selection Forms.  
The following topics are covered in this section:

[Selection Forms](#)

# Selection Forms

## Structure/Group Selection Maintenance

This form is used to select the Structure and Group that is to be selected. This form is available from the Task Report. This form is displayed when the User selects the Responsibility Details button from the Task Report Control Form and the Responsibility Options is set to 'Structure/Group'.

The Structure Field displays the Structure that has been selected to be reported on. From this Structure the associated Groups for the Structure are displayed. This then allows the User to move across the required Groups to be used in the selection process.

Structure/Group Selection Maintenance Form

### Structure

The Structure Field displays the Structure that has been selected to be reported on. From this Structure the associated Groups for the Structure are displayed. This then allows the User to move across the required Groups to be used in the selection process.

If the Structure code is not known the Pop Up form can be used to select the required Structure.

### Available Groups

This field contains a list of all the Structure Groups which are available for the relevant Structure. The Select/Remove buttons may be used to assign the required Groups.

### Assigned Groups

This field contains a list of all the Structure Groups which have been assigned. The Select/Remove buttons may be used to assign the required Groups.

### Select/Remove Buttons

By Selecting the Select and Remove buttons, Groups may be assigned and unassigned as required.

### Search Profile – Group Code

If a specific Group Code is required the Search Profile can be used to find the Group. Enter in the Group Code (or part thereof) and search for the required Group(s).

### Search Profile – Description

If a specific Group is required the Search Profile can be used to find the Group. Enter in the Group Description (or part thereof) and search for the required Group(s).

## Structure/Officer Selection Maintenance

This form is used to select the Structure and Officer that is to be selected. This form is available from the Task Report. This form is displayed when the User selects the Responsibility Details button from the Task Report Control Form and the Responsibility Options is set to 'Structure/Officer'.

The Structure Field displays the Structure that has been selected to be reported on. From this Structure the associated Users for the Structure are displayed. This then allows the User to move across the required Users to be used in the selection process.

**Structure/Officer Selection Maintenance**

Structure: **APPPLH** >> Applications & Planning

**Available Officers**

BRODIEJ	Jacqui Brodie
BROOKSD	David Brooks
BUXTOND	David Buxton
CHICCOE	Eddi Chicco
COOKP	Pat Cook
DAWOODT	Tamara Dawwood
DEFAULT	Default User
DEV	Development
DHAYD	David Haydon

**Assigned Officers**

BATHC	Chris Bath
BARTELG	Graham Bartel

**Search Profile**

User ID:

User Name:

Search OK Cancel

*Structure/Officer Selection Maintenance Form*

### Structure

The Structure Field displays the Structure that has been selected to be reported on. From this Structure the associated Officers for the Structure are displayed. This then allows the User to move across the required Officers to be used in the selection process.

If the Structure code is not known the Pop Up form can be used to select the required Structure.

### Available Officers

This field contains a list of all the Structure Users which are available for the relevant Structure. The Select/Remove buttons may be used to assign the required Users.

### Assigned Officers

This field contains a list of all the Structure Users which have been assigned. The Select/Remove buttons may be used to assign the required Users.

### Select/Remove Buttons

By Selecting the Select and Remove buttons, Users may be assigned and unassigned as required.

### Search Profile – User Id

If a specific User Id is required the Search Profile can be used to find the User. Enter in the User Id (or part thereof) and search for the required User(s).

### Search Profile – User Name

If a specific User is required the Search Profile can be used to find the User. Enter in the User Name (or part thereof) and search for the required User(s).

## Responsible Officer Selection Maintenance

This form is used to select Responsible Officer that is to be selected. This form is available from the Task Report. This form is displayed when the User selects the Responsibility Details button from the Task Report Control Form and the Responsibility Options is set to 'Responsible Officer'.

The Available Officers are all the Users within all the Structures.

*Responsible Officer Selection Maintenance Form*

### Available Officers

This field contains a list of all the Responsible Officers which are available from all Structures. The Select/Remove buttons may be used to assign the required Responsible Officers.

### Assigned Officers

This field contains a list of all the Responsible Officers which have been assigned. The Select/Remove buttons may be used to assign the required Officers.

### Select/Remove Buttons

By Selecting the Select and Remove buttons, Officers may be assigned and unassigned as required.

### Search Profile – User Id

If a specific User is required the Search Profile can be used to find the User. Enter in the User Id (or part thereof) and search for the required User(s).

### Search Profile – User Name

If a specific User is required the Search Profile can be used to find the User. Enter in the User Name (or part thereof) and search for the required User(s).

