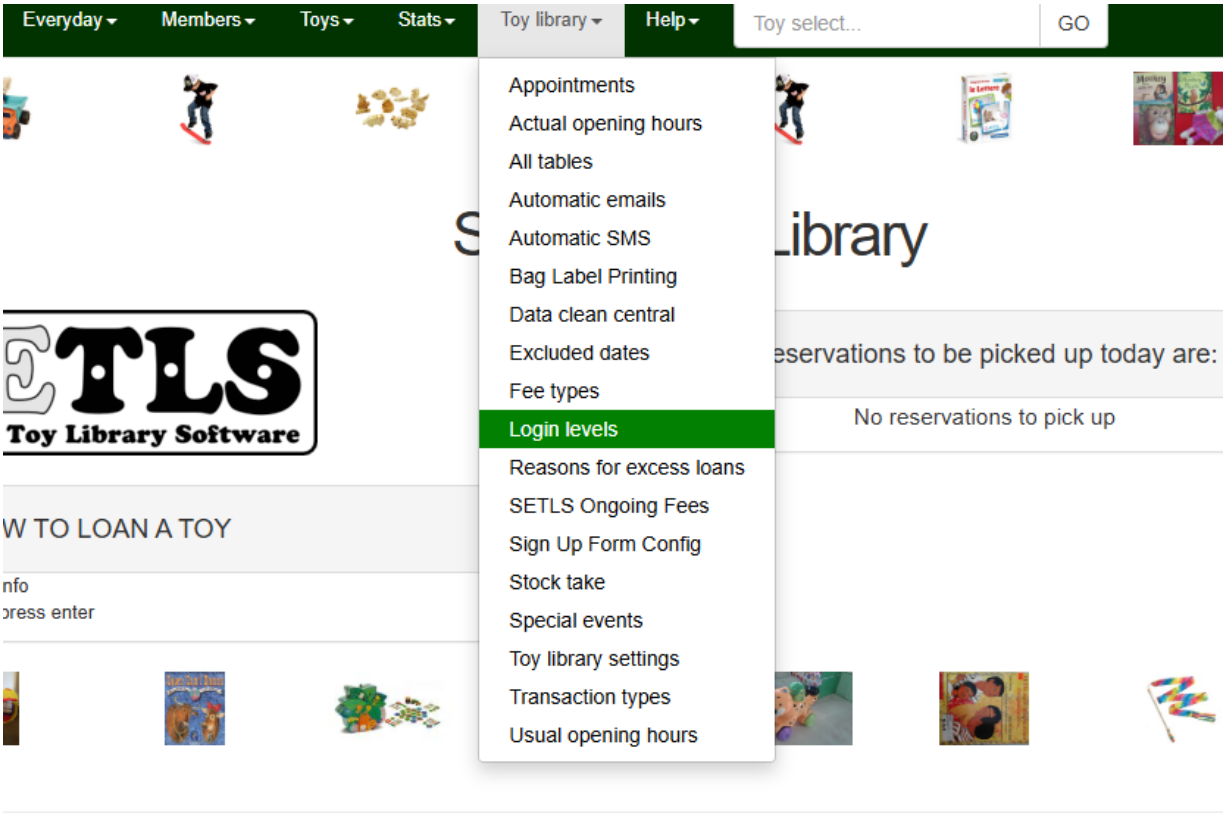
Change permissions on login levels

In some situations, you might want to create a level of permissions for specific roles.

From your top menu choose Toy Library>Login levels



This will show your current login levels that reside within your system, and the level of access for each. Scroll to the right of the page to Edit or Delete (warning! Deleting levels should only be done if there is no member allocated that access level)

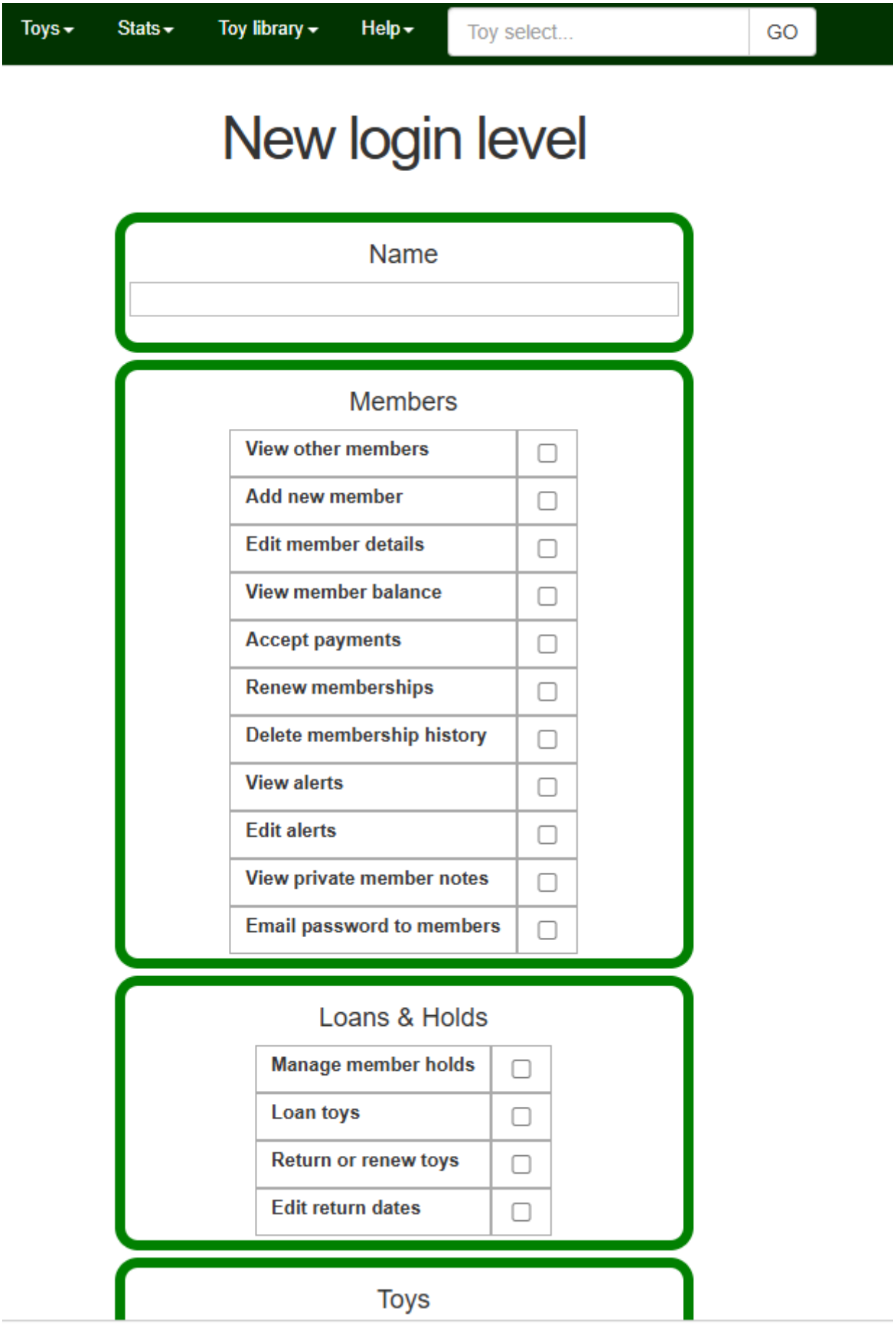
Listing login levels

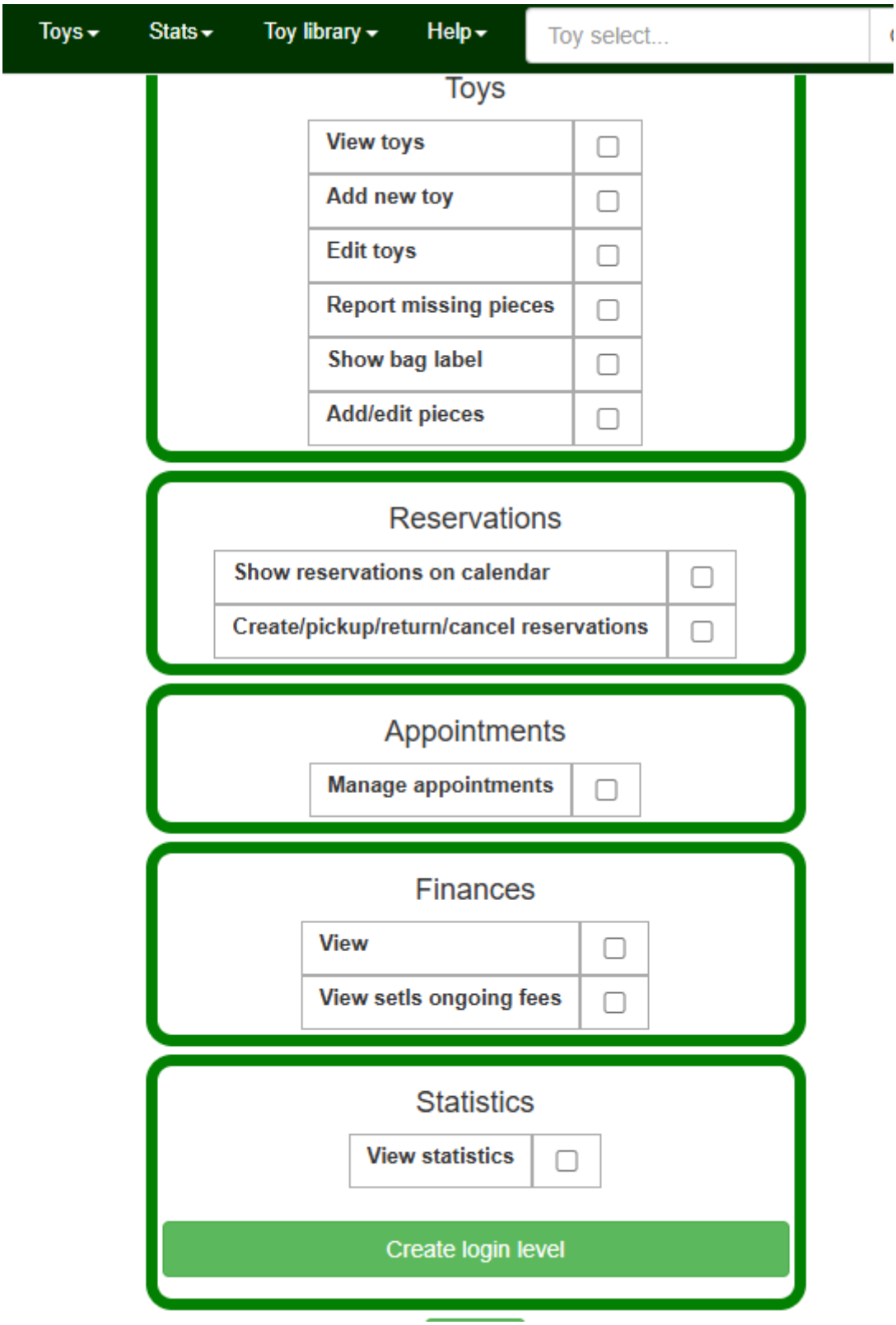
To see a report of members by login level please click **this link**.

Name	Self Service	Members											Loans & Holds				Toys				
	Self service enabled	View other member	Add new member	Edit member details	View member balance	Accept payments	Renew memberships	Delete membership history	View alerts	Edit alerts	View private member notes	Email password to members	Manage member holds	Loan toys	Return or renew toys	Edit return dates	View toys	Add new toy	Edit toys	Report missing pieces	
Normal	Minimum ability																				
Returns Only	No	No	No	No	No	No	No	No	No	No	No	No	No	No	Yes	No	No	No	No	No	
ReservationsLogin	No	No	No	No	No	No	No	No	No	No	No	No	Nothing	Yes	Yes	No	Yes	No	No	No	
Staff	No	Yes	No	No	No	No	No	No	No	No	No	No	No	Yes	No	No	Yes	No	No	Yes	
TestMemberRTL	No	Yes	No	No	Yes	No	No	No	No	No	Yes	No	No	No	No	No	Yes	No	No	Yes	
Assistant	No	Yes	No	No	No	No	No	No	Yes	Yes	No	No	No	Yes	Yes	No	Yes	Yes	Yes	Yes	
Community volunteer	No	Yes	No	No	No	No	No	No	Yes	Yes	No	Yes	Yes	Yes	No	No	Yes	Yes	Yes	Yes	
Vounteer 1	Yes	Yes	No	No	No	No	Yes	No	Yes	Yes	No	No	Yes	Yes	Yes	No	Yes	No	Yes	Yes	
Test 1 SMH	No	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes	No	Yes	Yes	Yes	No	Yes	No	Yes	Yes	
ADMIN	Maximum ability																				

To create a new login and its permission set accordingly, scroll to the bottom of the page and click New Login Level

Fill in the name of the role (make it a term that clearly identifies its use, e.g. Cataloguer), tick the boxes of the permissions you would like to have, then scroll to the bottom and click Create login level.





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