

**One Stop Operating System Security Processes, Tabs, Security Groups and Security Levels**

**Security Groups**

Modified 9/21/01

SYSTEM FUNCTIONS ⇓	SECURITY GROUPS ⇒	Clerical	Professional	Customer Match/Refer	Job Bank Match/Refer	Job Order Create	Employer Activities	Job Bank Master Record	Employer Correspondence	Comprehensive Assessment General	Comprehensive Assessment Confidential	Multi Agency Services	Terminate WIA/Follow-up	Central Administration	*Local Administration	Delete Partner Data	Delete NYSDOL Data	Provider Create	Report Access	Monitoring/Oversight	Testing	Delete Job Seeker Services	Official #
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**Employer Records**

1. Employer Information (GI , AI , CI , Comments, Profile, Job Orders Tabs)			S	U	U	U	I							I			D			S			18
2. Employer Activities (Service Activity Tab and Service Button)							I	I						D			D			S			20
3. Employer Correspondence - (includes referral and new order correspondence)									I														16
4. Employer Custom (Custom Tab)																							17
5. Employer Query (Employer Search, All Tabs)			S	S	S	S	S							S						S			19

**Job Orders**

6. Job Order Information (GI , Job Detail, Job Description, Comments, Saved Searches)			U	I	I									I			D			S			29
7. Job Order Match & Refer (Match and Refer Tabs and Buttons) <u>Tab - Match</u> <u>Tab - Refer</u>			I	I										S						S			30
8. Job Order Query (Job Order Search, All Tabs)			S	S	S	S								S						S			31

Security Levels (Low to High): None (blank) Select (S - Read Only): Update (U): Insert: (I) Delete (D):

Tab Levels Y = Yes N = No

\* Access levels to be determined.

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9. Job Order Custom (Custom Tab)																								28	
10. Job Order Audit (Audit Tab)			I	I	I									I			D				I				27

**Customer Information**

11. Customer Information (GI , AI , Objective, Work History, Ed/Lic, Skills, Saved Search, Comments Tabs)	I	I												I			D				S				33
12. Custom Print Resume	I	I																							52
13. Customer Activities (Services/Activities Tab, Services Button)	I	I									I			I			D				S		D		36
14. Customer Match and Refer			I																						34
15. Customer Test Information (Test Tab)										S				S		D	D				S	I			37
16. Customer Correspondence - (includes referral Correspondence)		I												I											15
17. Customer Custom (Custom Tab)																									32
18. Customer Query (Job Seeker Search, All Tabs)	S	S												S			S				S				35

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**Services to Customers**

19. WI A Eligibility		S																					54	
20. Terminate WI A													I											53
21. Comp Assessment Information - Employment, Education, Legal, Transportation, Comments, Treatment, Housing, Family, Health Tabs <u>Tab - Employment, Education, Housing, Transportation</u>  <u>Tab - Financial, Family, Health, Treatments, Legal</u>										I	I			I		D								14
22. Comp Assessment Financial (Financial Tab)										I	I			I		D								13
23. Comp Assessment Custom (Custom Tab)																								12
24. Service Agency Information		S									I		I	I		D					S			24
25. Service Objective (Employment Achievement Objective Tab)		S									I		I	S		D					S			1

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26. Service WIA Follow Up <i>Tab - Follow Up</i>		S										I N	I Y	I		D				S				23
27. Service Plan Custom (Custom Tab)																								22
28. Service Services (Services/Activities Tab includes ability to move to Offering module and 'select' an offering to add)		S										I	I	I		D				S				26
29. Service History (Off Customer Core, choose Employment Plan Module)		S										S	S	S						S				25
30. Summary										S														55

**Provider Services and Offerings**

31. Service Plan Audit (Audit Tab)		I										I	I	I		D				I				21
32. Provider Information - General Info Tab (Provider name and address only), Service Performance, Comments Tab	S	S												U		D		I		S				44
33. Provider Location (General Info Tab, Location Fields)	S	S												U		D		I		S				45
34. Provider Contact	S	S												U		D		I		S				41
35. Provider Services (Services Tab)	S	S												U		D		I		S				48

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36. Provider Correspondence	S	I												S										42
37. Provider Query (Provider Search Tab)	S	S												S						S				46
38. Provider Custom (Custom Tab)																								43
39. Offering Query (Offering Search Tab)	S	S												S						S				39
40. Offering Information - New Offering Button (and subsequent Offering General Info Tab)	S	S												U		D			I					47

**Administration**

41. Admin Custom Domains (Administration Module, Custom Domains)														I										2
42. Admin Custom Templates (Administration Module, Custom Templates) On a separate URL, Update gives ability to change templates.														I										3
43. Admin Funds (Administration Module, Funding)														S						S				4
44. Admin Offices (Administration Module, Offices)														S						S				5
45. Admin - Other																								6

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46. Admin - Reports														S					S				7
47. Admin Security (Administration Module, Admin Module Security)														S									8
48. Admin Staff (Administration Module, Staff)														S						S			9
49. Admin System Domains (Administration Module, System Domains)														I									10
50. Admin WI B Level Services (Administration Module, WI B Level Services, To be Added)														I									11
51. OSOS Security - Handle OSOS Secure														S						S			38

**Staff**

52. Staff Referrals In (Referrals In Tab)	S	I																					51
53. Staff Inbox Items (Inbox Tab)	S	I												I						S			50

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**CLERICAL** - Clearances give to clerical staff, reception staff, clerks, rapid-response specialists while in the field, and volunteers. Can read provider information, offering query, job seeker search, job seeker services and staff inbox information. Can create job seeker information.

**PROFESSIONAL** - Clearances given to case managers, employment/career counselors, and job placement specialists. Can do all that an intake worker can do, plus can create provider and customer correspondence, can create job seeker services, and employment objective. Can audit employment plan, and read employment plan follow-up, information, services and employment plan query.

**CUSTOMER MATCH/REFER** - Enables user to conduct job order match and refer with specific tab level access for Match. Also allows user to update job order information and conduct job order audit. Allows user to read job order query.

**JOB BANK MATCH/REFER** - Enables user to conduct job order match and refer. Also allows user to create job order information and conduct job order audit.

**JOB ORDER CREATE** - Enables user to create a job order.

**EMPLOYER ACTIVITIES** - Enables user to update employer information.

**JOB BANK MASTER RECORD** - Enables user to provide staff assisted services to employers, and the ability to develop and enter information on employer records. User can read employer query; user can create employer services, employer correspondence, and employer information data.

**EMPLOYER CORRESPONDENCE** - Enables user to correspond with employers.

**COMPREHENSIVE ASSESSMENT GENERAL** - Enables user to provide comprehensive assessment services for counseling and/or case management purposes. User can create comprehensive assessment data, and comprehensive assessment financial data. User can read test information.

**COMPREHENSIVE ASSESSMENT CONFIDENTIAL** - Enables user to provide comprehensive assessment services for counseling and/or case management purposes. User can create comprehensive assessment data, and comprehensive assessment financial data. User can read test information. Also user can perform customer activities and can read a summary of customer assessment.

**MULTI AGENCY SERVICES** (formerly Employment Plan) - Enables user to access all employment plan screens. User can create employment plan audit, employment plan follow-up, employment plan information, and employment plan services. User can read employment plan query.

**TERMINATE WIA/FOLLOW-UP** – Enables case manager to terminate a customer from WIA and provide necessary services follow-up (formerly employment plan tab).

**CENTRAL ADMINISTRATION** - Enables central office NYSDOL staff access for OSOS administration and security maintenance for the entire system.

**\*LOCAL ADMINISTRATION** - Enables regional and local systems administrator access for local administration of the system.

**DELETE PARTNER DATA** - Enables partners to delete information on comprehensive assessment, testing screen, provider screen, employment plan and job seeker information screens.

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**DELETE NYSDOL DATA** - Enables NYSDOL staff to delete information on job detail/employer screens, and job seeker information screen.

**PROVIDER CREATE** - Enables user to create provider records. User can create provider contact record, provider location, provider service offering, and provider services.

**REPORT ACCESS** - Enables access to OSOS standard reports.

**MONITORING/OVERSIGHT** - Enables user to view system records for the purposes of monitoring specific program activities to assure program compliance. User cannot create any record but can read most OSOS screens.

**TESTING** - Enables user to enter data into the testing screen.

**DELETE JOB SEEKER SERVICES** - Enables user to delete services entered for job seekers.

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