

Navigation Access

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Navigation Access grants a User Role the access to see a specific navigation item.

Navigation Access is about access to a navigation item. Record Access should be granted to allow any non-admin user to see all or partial records.

Granting navigation access

To grant navigation access:

1. Select Application Menu. The menu appears with available applications.
2. Select **Administration**. The application displays at the landing page.
3. In the Left Navigation Area, select **Security**. The Security expands to display list.
4. Select **User Roles**. The existing User Roles display.
5. Select the user role you want and select **ACTION**. The menu appears.
6. Select **Edit**. The user role displays.
7. Select **Navigation Access** tab.
8. In **Application** field select down arrow and select the application from drop-down list, e.g. Foster University.

The screenshot shows the ReadiNow Administration interface. On the left is a dark navigation menu with categories like Applications, Audit, Resources, and Security. The main content area is titled 'Students' and shows configuration fields for Name, Description, Applications, and Role level. Below these fields are tabs for Record Access, Navigation Access (selected), Members (Roles), Member of, Users, and Access Summary. Under the 'Navigation Access' tab, there is a dropdown menu for 'Application' set to 'Foster University'. Below this is a list of navigation items with checkboxes: Foster University (checked), Reports (checked), Student report (checked), Staff Report (unchecked), Deans of University report (unchecked), Library cards (unchecked), Qualification Report (unchecked), Subjects Report (unchecked), Faculties Report (unchecked), Campuses (unchecked), and Textbooks (unchecked). A blue circle with the number '1' is positioned over the 'Foster University' dropdown arrow, and another blue circle with the number '2' is in the top right corner of the page.

9. Select the checkbox next to the item you want to grant the navigation access to.

ReadiNow
Administration

Save Cancel

Students

Name: Students

Description: Foster university students.

Applications: Foster University

Role level: Full Role

Record Access **Navigation Access** Members (Roles) Member of Users Access Summary

Application: Foster University

- Foster University
 - Reports
 - Student report
 - Staff Report
 - Deans of University report
 - Library cards
 - Qualification Report
 - Subjects Report
 - Faculties Report
 - Campuses
 - Textbooks

10. Select **SAVE** to save the user role.