



# AJ2019 Data Access Form

V2.0-291117

This form is to be completed by everyone requesting access to the AJ2019 Application System

<b>Name</b>		<b>Jamboree ID</b>	
<b>Membership Number</b>			
<b>Position/Role</b>			

### Access Level:

<input type="checkbox"/>	System Administrator	<input type="checkbox"/>	Jamboree Organising Committee	<input type="checkbox"/>	Contingent Staff
<input type="checkbox"/>	Sub-Camp Staff	<input type="checkbox"/>	Jamboree Troop Leader	<input type="checkbox"/>	Region Leader
<input type="checkbox"/>	Contingent Welfare Leader				

<b>CWL Troops (CWLs only)</b>	
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### Permissions:

<input type="checkbox"/>	Update/Edit	<input type="checkbox"/>	Delete	<input type="checkbox"/>	Create/Add	<input type="checkbox"/>	Send Email
<input type="checkbox"/>	Membership Data	<input type="checkbox"/>	Set Permissions	<input type="checkbox"/>	Bulk Update	<input type="checkbox"/>	BPS
<input type="checkbox"/>	Medical Details	<input type="checkbox"/>	Special Diets	<input type="checkbox"/>	Add/Ediit Meals	<input type="checkbox"/>	Report Manager
<input type="checkbox"/>	Page Manager	<input type="checkbox"/>	Finance	<input type="checkbox"/>	Payway Interface	<input type="checkbox"/>	Transport
<input type="checkbox"/>	Photo Resize	<input type="checkbox"/>	Tag Printing	<input type="checkbox"/>	App Form Review	<input type="checkbox"/>	Edit Help
<input type="checkbox"/>	Data maintenance	<input type="checkbox"/>	Security Module	<input type="checkbox"/>	Comms Module	<input type="checkbox"/>	Visitors Module

I note that this application is subject to the AJ2019 Privacy Policy. I have read and agreed to the requirements outlined in this documents. I understand that access to the system is provided based on these principles and acknowledge that access to the system may be monitored and logged and follow up action taken if access to the system is deemed to contravene the Privacy Policy.

<b>Applicant Signature</b>		<b>Date</b>	
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### Approvals

I have validated the above applicant's need to access the Jamboree Application System (OLEMS), and approve the Access Level and Permissions as indicated above.

<b>Signature</b>		<b>Date</b>	
<b>Name</b>			
<b>Position/Title</b>			

### Instructions

Contingents: Retain for Audit purposes  
 All Others: Forward to Chris Wise, Deputy Director (Applications), Admin/HR  
[applications@aj2019.com.au](mailto:applications@aj2019.com.au)

## OLEMS Data Access Form Instructions

This form is to be completed by all participants who have elevated privileges to the Jamboree Application System (OLEMS). The following explains the levels of access and the permissions available, with suggested permissions for different roles within a Contingent.

### Access Levels

Administrator	Has full rights (Create/Update/Delete) to all data within the system. Can update lookup tables, create/modify reports, manage the Best Practice interface, can grant Access Rights and permissions at all levels, can use the Email Centre.
Organising Committee	Has visibility to all participants within the system. Can be granted Update and Create permissions. Can be granted access to the Email Centre, Medical Records, Special Diet management, Meal Allocation, Data Maintenance, Security Module, Communication Module and Visitors Module.
Contingent Staff	Has visibility to all participants from their Contingent. Can be granted Update permissions. Can be granted access to the Email Centre, Medical Records, set Permissions, Membership File update, Bulk Update, Finance, Meal Allocation, Communication Module.
Sub-camp Staff	Has visibility to all participants from their Sub-camp. Can be granted access to the Email Centre, Medical Records.
Line Leader	Has visibility to all participants from their Jamboree Troop. Can be granted Update permissions. Can be granted access to the Email Centre, Medical Records.
Region Leader	Has visibility to all participants from their HOME Region. Can be granted Update permissions. Can be granted access to the Email Centre, Medical Records, Bulk Update and Finance.
District Leader	Has visibility to all participants from their HOME District. Can be granted Update permissions. Can be granted access to the Email Centre, Medical Records.
Formation Leader	Has visibility to all participants from their HOME Formation. Can be granted Update permissions. Can be granted access to the Email Centre, Medical Records.
Contingent Welfare Leader	Has visibility to all participants from a defined list of troops. Can be granted Update permissions. Can be granted access to the Email Centre, Medical Records.

### Permissions

Update/Edit	<b>Available to: All Levels.</b> Allows the user to update and edit all details for participants within their security scope.
Create/Add	<b>Available to: Administrator, Contingent Staff and Organising Committee</b> Allows the user to create an application without having to create a new login. The new login is created automatically. This should be restricted to only those who have a NEED to create records from a paper based form.
Delete	<b>Available to: Administrator ONLY</b> Allows the deletion of a record. This is only used to delete duplicates or other records deemed to be inappropriate or spam.

Set Permissions	<p><b>Available to: Administrator and Contingent Staff</b></p> <p>This allows the user to set elevated permissions for staff in their team or teams within their reporting layers. Usually this would only be granted to the Contingent Leader to manage the permissions of their staff and Line Leaders from their contingent.</p> <p>PLEASE NOTE: Everyone who has been granted elevated privileges must have completed a data access form and this form must be available on request by the Deputy Director (Applications)</p>
Medical Details	<p><b>Available to: All Levels.</b></p> <p>Users with this permission are able to see medical details of applicants within their security scope. This should be restricted to users who have a need to see medical information</p>
Send Emails	<p><b>Available to: All Levels.</b></p> <p>Allows users to send customised emails via the Email Center. The Email will be sent from the users registered email address (usually this is their Primary Email Address)</p>
Bulk Update	<p><b>Available to: Administrator and Contingent Staff</b></p> <p>Allows the user to update the Troop Allocation, Status, Travel details and Payment details of groups of participants.</p>
Finance	<p><b>Available to: Administrator and Contingent Staff</b></p> <p>Allows the user to access the Finance (cheque) payment system, as well as the Group Invoicing reports.</p>
Special Diets	<p><b>Available to: Administrator and Organising Committee</b></p> <p>This is only granted to the Special Diets Manager to manage the Special Diets for people. Users with "Medical Details" permission will be able to view the special diets.</p>
Add/Edit meals	<p><b>Available to: Administrator</b></p> <p>Allows the user to allocated meals to users, for use with the Meal Scanning system.</p>
Report Manager	<p><b>Available to: Administrator</b></p> <p>Allows the Administrator to manage the Report Module and to create new simple, list reports.</p>
Data Maintenance	<p><b>Available to: Administrator and Organising Committee</b></p> <p>Allows the user to update the "lookup" tables that drive the system. Restricted to the Application Manager and others in the Administration Directorate (or equivalent)</p>
Security Module	<p><b>Available to: All Levels</b></p> <p>This will be used at the Jamboree to allocate to people who will be scanning participants on/offsite or at meals. It can also be allocated to Contingent staff to see who is on or offsite.</p>
Comms Module	<p><b>Available to: Administrator, Contingent Staff and Organising Committee</b></p> <p>The Comms Module allows the tracking of communications both before, during and after the Jamboree. Examples of Comms are radio traffic, phone calls, written communications, Face to face etc.</p> <p>This is set up at the request of a contingent and users are controlled by the Administrator.</p>
Visitors Module	<p><b>Available to: Administrator and Organising Committee</b></p> <p>This allows the user to access the Visitors Module, which will be used to pre-register for Future Scout Day and Visitors Day.</p>
Best Practice	<p><b>Available to: Administrator</b></p> <p>Allows the management of the Best Practice Interface. This is restricted to the administrator only.</p>