

Lay Leader Profile Information

The following tables provides information about the security options available for the Lay Leader user profile. If the option is set to **Deny Rights** or **None** by default, an asterisk * displays beside the option name.

Useful Information

If you make a change to an individual's activity roster, it will display in both Access ACS and ACS People after the change request has been approved.

Function Permissions


Type	Name	Description
People	Locate Person	Lets users locate individual records.
People	View Personal Detail	Lets users view complete individual profiles.
People	Access Unlisted Contact Info	Lets users view unlisted telephone numbers, e-mail addresses, and social media for individuals they have rights to.
People	Export to File	Lets users export profile information to Microsoft® Excel.
People	Print Mailing Labels	Lets users print mailing labels.
People	Online Directories	Lets users view and print online directories.
People	Create Change Request	Lets users create all types of change requests.
People	Add Family*	Lets users create new family and individual records.
People	Group E-mail	Lets users send group e-mails.
People	Member Search*	Lets users search for members in the directory.
Statistics	View Statistics*	Lets users view statistics for your organization.
Outreach Connections	Group Member Contacts	Lets users view and complete contacts for individuals in classes and activities.
Outreach Connections	Assigned Contacts Only	Lets users view and complete contacts for individuals in classes and activities.
Outreach Connections	Assign Contacts*	Lets users create new outreach connections.
Outreach Connections	View Outreach History	Lets users view all of the connection history for an assigned connection.
Small Groups	Create New Groups*	Lets users create parent-level and bottom-level small groups.
Small Groups	Delete Groups*	Lets users delete small groups.
Small Groups	Add Members to Groups*	Lets users add members to small group rosters.
Small Groups	Remove Member from Group*	Lets users remove members from small group rosters.
Small Groups	Assign Connection*	Lets users assign and reassign small group connections.
Small Groups	View All Connections*	Under Directories or Groups, lets lay leader view all connections.
Small Groups	Copy Members from Groups*	Lets users copy class and activity rosters and attendance information to small group rosters.
Small Groups	View Small Group Roster	Lets users view rosters for small groups to which they belong.
Small Groups	Edit Small Group*	Lets users edit small groups.
Small Groups	Small Groups Reports*	Lets users generate reports for small groups.
Volunteers	Create New Opportunity*	Lets users create and edit serving opportunities.
Volunteers	Reporting Serving Opportunities*	Lets users create reports utilizing serving opportunities.

Volunteers	Opportunity Management*	Lets users manage who is in their opportunity.
Volunteers	Edit Opportunity*	Lets users edit their opportunities.
Classes	View Class Rosters	Lets users view class rosters.
Classes	Remove Member from Class*	Lets users drop roster members from a class.
Classes	Delete Member from Class*	Lets users delete roster members from a class.
Classes	Edit Roster Position*	Lets users edit roster members from a class.
Classes	Add Member to Class*	Lets users add a member to a class. The permission of Create Change Request directly affects the default permission of this option.
Activities	View Activity Rosters	Lets users view activity rosters.
Activities	Remove Member from Activity*	Lets users drop roster members from an activity.
Activities	Delete Member from Activity*	Lets users delete roster members from an activity.
Activities	Edit Activity Roster Elements*	Lets users edit roster members from an activity.
Activities	Add Member to Activity	Lets users add a member to an activity. The permission of Create Change Request directly affects the default permission.
Event Registration	Event Setup	Lets users set up an event registration.
Event Registration	View Registration List	Lets users access the Registrations page and view who registered for an event.
Event Registration	Event Reports	Lets users access the Reports section of Events.
Calendar Administration	Personal Calendars	Lets users view, edit, and delete events on their personal calendars.
Organizations	Locate Organizations*	Lets users search for organization records.
Organizations	View Organization Record	Lets users view the View Organization page.
Organizations	View Staff Roster	Lets users view the Staff tab on the View Organization page.
Organizations	Add Staff to Organization	Lets users add staff to the organization roster.
Organizations	Resign Staff from Organization	Lets users resign staff from the organization roster.
Organizations	Delete Staff from Organization	Lets users delete staff from the organization roster.

Data Permissions

Type	Name	Description
People	View Contributions	With full rights or view-only rights, users can only view their own contribution information.
People	View/Add Comments	Lets users view and add comments to profiles they can access. Users cannot view their own comments.
People	View Family Position	Lets users view the family position information for users they can access.
People	View/Edit Member Status	With full rights, users can view and edit the member status for individuals that they have rights to view. With view-only rights, users can only view the member status.
People	View/Edit Date Joined	With full rights, users can view and edit the Date Joined field for individuals that they have rights to view. With view-only rights, users can only view the Date Joined information.
People	View/Edit Joined How	With full rights, users can view and edit the Joined How field for individuals that they have rights to view. With view-only rights, users can only view the Joined How information.

People	View/Edit Date of Birth	With full rights, users can view and edit the Date of Birth field for the individuals that they have rights to view. With view-only rights, users can only view the Date of Birth information.
People	Personal Photos	With full rights, users can view and edit personal and family photos for individuals that they have rights to view. With view-only rights, users can only view the Personal Photo information.
People	Other Member Photos	Lets users view and edit photos for other members that they can access.
People	Personal Pledges	With full rights, users can create and add pledge information. With View rights, users can view their own pledge information. The Pledge History tab displays with full or view rights. With rights set to None, users have no rights to their own pledges.
People	Individual Reports	Lets users generate reports for individuals.
Serving Opportunities	Personal Spiritual Gifts	Lets users create and edit their personal spiritual gifts.
Serving Opportunities	Personal Heart Category	Lets users create and edit their personal heart attributes.
Serving Opportunities	Personal Abilities Category	Lets users create and edit their personal abilities.
Serving Opportunities	Personal Personality Traits Category	Lets users create and edit their personal personality traits.
Serving Opportunities	Personal Experience Category	Lets users create and edit their personal experiences.
Serving Opportunities	Personal Qualifications Category*	Lets users create and update their personal qualifications.
Serving Opportunities	Other's Spiritual Gifts Category	Lets users create and edit others' personal spiritual gifts.
Serving Opportunities	Other's Heart Category	Lets users create and edit others' personal heart attributes.
Serving Opportunities	Other's Abilities Category	Lets users create and edit others' personal abilities.
Serving Opportunities	Other's Personal Traits Category	Lets users create and edit others' personal traits.
Serving Opportunities	Other's Experience Category	Lets users create and edit others' personal experiences.
Serving Opportunities	Other's Qualifications Category	Lets users create and update others' personal qualifications.
Organizations	View Organization Contributions	With full rights, lets staff users view both their own and others organization contributions. With view-only rights, users can only view Organization Contribution information.
Organizations	View/Add Organization Comments	With full rights, lets users view and add organization comments. With view-only rights, users can only view Organization Comment information.
Organizations	Reference Name	With full rights, lets users view and edit the organization's reference name. With view-only rights, users can only view Reference Name information.
Organizations	View/Edit Level	With full rights, lets users view and edit the organization's level. With view-only rights, users can only view the Level information.
Organizations	View PIN	With full rights, lets users view and edit the organization's personal identification number. With view-only rights, users can only view the PIN information.

Organizations	View/Edit Newsletter	With Full rights, lets users view and edit how the organization's newsletter is delivered. With view-only rights, users can only view the Newsletter information.
Organizations	View/Edit Active	With full rights, lets users view and edit the status of the organization. With view-only rights, users can only view the Organization Status information.
Organizations	View/Edit Year Established	With full rights, lets users view and edit the year the organization was established. With view-only rights, users can only view the Year Established information.
Type Name Description	Organization Login Profile	<p>The following tables provides information about the security options available for the Organization Login user profile. If the option is set to Deny Rights or None by default, an asterisk * displays beside the option name.</p> <div style="border: 1px solid #f0e68c; padding: 10px; margin: 10px 0;"> <p> Note</p> <p>Editing an individual's activity roster causes it to display in both Access ACS and ACS People after the change request has been approved. You must have ACS People version 10.6 or higher installed for this to occur.</p> </div>
Organizations	View/Edit Date Added	With full rights, lets users view and edit the date the organization was added. With view-only rights, users can only view the Date Added information.
Organizations	View/Edit Date Last Changed	With full rights, lets users view and edit the date of the last change made to the organization record. With view-only rights, users can only view the Date Last Changed information.
Organizations	View/Edit Organization Photo	With full rights, lets users view and edit organization pictures. With view-only rights, users can only view the Organization Photo information.
Organizations	User Define Date 1-5	Lets users create date fields specific to the organization.
Organizations	User Define Field 1-5	Lets users create fields specific to the organization.
Organizations	User Define ID 1-4	Lets users create ID fields for the organization.
Organizations	User Define List 1-12	Lets users create lists for the organization.
Attendance	View/Post Attendance	Lets users view and post attendance for the classes, activities, and small groups that they can access.