

# Spatial Temporal Activity Recorder (STAR)

## How to allocate permissions

### How to allocate Permissions

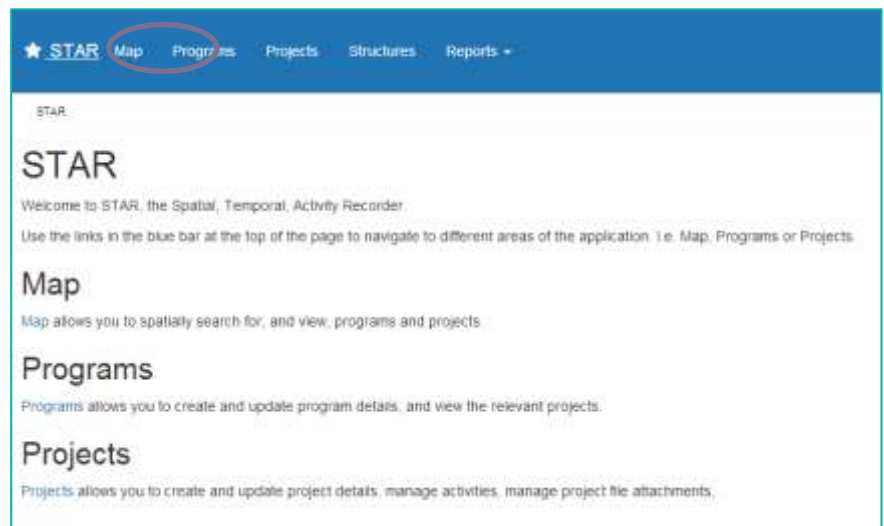
Context: STAR users each have a User Role which denotes the highest level of permission that a user can be allocated within a Program in STAR.

A Program Manager is the highest level of permission that can be allocated in STAR. Usually the Program Manager will give 'Add' permission to a Project Manager which will allow the Project Manager to create and edit their own projects within that program.

A Project Manager can give 'Edit' permission to another user allowing them to edit their project and any activities within it, or they can give 'Add' permission allowing another user to add activities to their project.

The example below describes a Program Manager allocating 'Add' permission to a Project Manager.

From the Home Page, click Program in the main menu.



STAR

Welcome to STAR, the Spatial, Temporal, Activity Recorder

Use the links in the blue bar at the top of the page to navigate to different areas of the application. i.e. Map, Programs or Projects.

### Map

Map allows you to spatially search for, and view, programs and projects

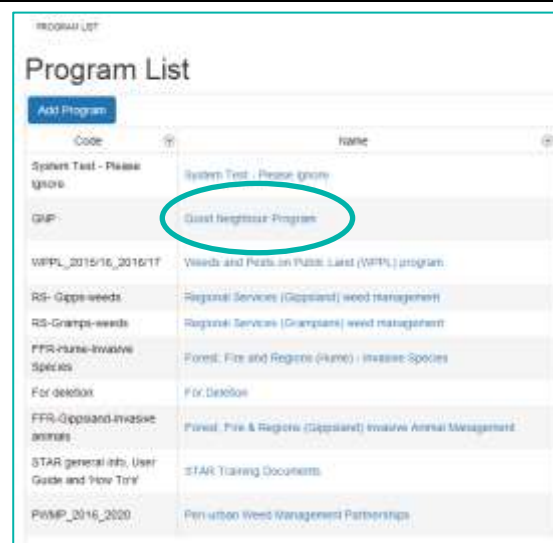
### Programs

Programs allows you to create and update program details, and view the relevant projects.

### Projects

Projects allows you to create and update project details, manage activities, manage project file attachments.

Click the Program Name hyperlink of the Program that you have 'Edit' permission.



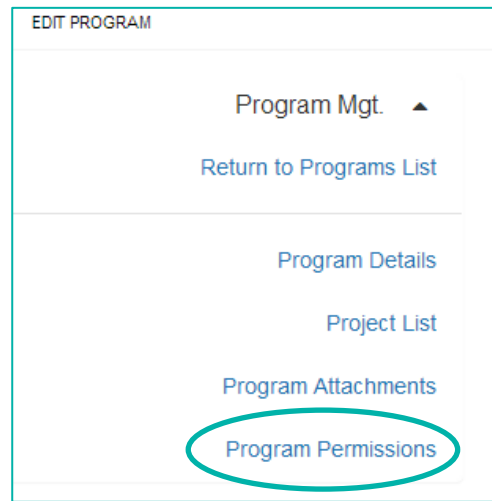
Code	Name
System Test - Please ignore	System Test - Please ignore
GMP	Guest Neighbour Program
WRPL_2015/16_2016/17	Weeds and Pests on Public Land (WRPL) program
RS-Gppp-weeds	Regional Services (Gpppand) weed management
RS-Gramp-weeds	Regional Services (Grampians) weed management
FFR-rural-invasive Species	Forest, Fire and Regions (rural) - Invasive Species
For-Deedon	For Deedon
FFR-Gpppand-invasive animals	Forest, Fire & Regions (Gpppand) Invasive Animal Management
STAR general info, User Guide and How To's	STAR Training Documents
PWMP_2016_2020	Pen-ultoo Weed Management Partnerships

# How to allocate permissions

The page will refresh displaying the Program details and map and the Quick Menu on the left of the screen.



Click the Program Permissions hyperlink in the quick menu



The Permissions page opens, and the list contains all registered STAR users with their user name and (user) role.

Permissions

Username	Role	First Name	Last Name	Edit Permission	Add Permission
PDa672	ProgramManager	Adrian	Hughes	<input type="checkbox"/>	<input type="checkbox"/>
PDAdminstrator	SuperUser	Administrator	Road	<input type="checkbox"/>	<input type="checkbox"/>
PDa62b	ProgramManager	Adrian	Balme	<input type="checkbox"/>	<input checked="" type="checkbox"/>
PDa638	ProjectManager	Adrian	Boch	<input type="checkbox"/>	<input type="checkbox"/>
PDa621	SuperUser	Adrian	Iscoores	<input type="checkbox"/>	<input type="checkbox"/>
PDa635	ProjectManager	Adrian	Parker	<input type="checkbox"/>	<input type="checkbox"/>
PDa60d	SuperUser	Adrian	Nienobad	<input type="checkbox"/>	<input type="checkbox"/>
PDa671	SuperUser	Adrian	Katynide	<input type="checkbox"/>	<input type="checkbox"/>

[Save permissions](#)

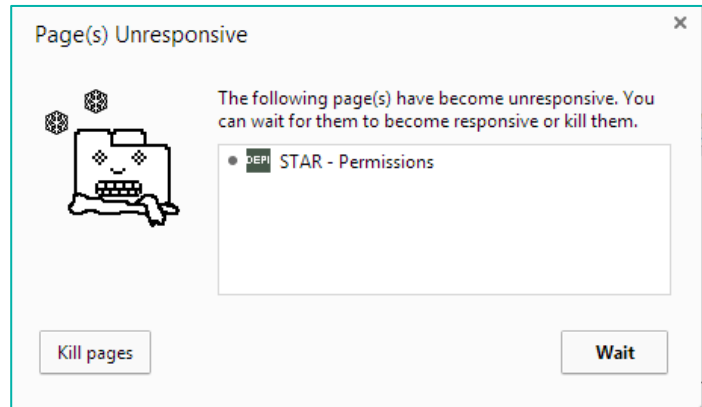
# How to allocate permissions

To allow users to add projects to the program check the Add Permission tick box next to the selected user(s).

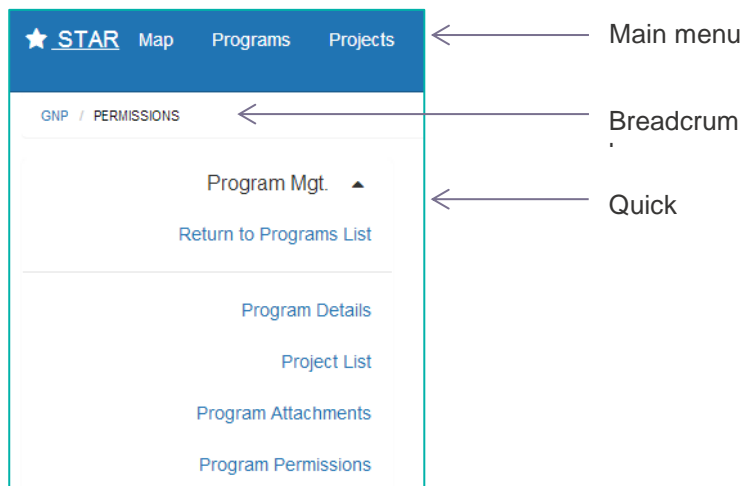
Click the Save Permissions button.

The cursor will have the 'hand/pointer' while the change is being saved, once saved the cursor becomes the arrow/pointer.

NOTE: this action does take some time and the Page(s) Unresponsive message may appear – click 'Wait'.



Navigate either back to the program page via the 'breadcrumb at the top of the screen under the main menu or select an option from the main menu or quick menu.



© The State of Victoria Department of Environment, Land, Water and Planning 2019



This work is licensed under a Creative Commons Attribution 4.0 International licence. You are free to re-use the work under that licence, on the condition that you credit the State of Victoria as author. The licence does not apply to any images, photographs or branding, including the Victorian Coat of Arms, the Victorian Government logo and the Department of Environment, Land, Water and Planning (DELWP) logo. To view a copy of this licence, visit <http://creativecommons.org/licenses/by/4.0/>

#### Disclaimer

This publication may be of assistance to you, but the State of Victoria and its employees do not guarantee that the publication is without flaw of any kind or is wholly appropriate for your particular purposes and therefore disclaims all liability for any error, loss or other consequence which may arise from you relying on any information in this publication.

#### Accessibility

If you would like to receive this publication in an alternative format, please telephone the DELWP Customer Service Centre on 136186, email [customer.service@delwp.vic.gov.au](mailto:customer.service@delwp.vic.gov.au) or via the National Relay Service on 133 677 [www.relay.service.com.au](http://www.relay.service.com.au). This document is also available on the internet at [www.delwp.vic.gov.au](http://www.delwp.vic.gov.au).