



Roles with Assigned Security Lists Functional Design Document

When implementing a web-based system, it is important to define roles for its users. Each role, when used in conjunction with a security list, determines the actions a user can perform in the system and to which modules a user has access. A security list captures the breakdown as to whether a user can view, create, edit, or delete data for a particular system object. When a security list is assigned to a specific role, a user with this role-type inherits the ability to perform the actions in the system as outlined in the security list. Security lists also control access to modules as well as the reports a user can run on the system.

Role Definition

After reviewing the functionality of Saba, the need for four SFA roles became apparent. These roles are: the end user, the instructor, the training administrator, and the system administrator.

Role #1: End User = People at the schools

Description

The End User role corresponds to users who use the system to register for SFA-conducted conferences or workshops.

Tasks (as defined by the End User security list)

- Browse the Course Catalogue
- Register self for training
- Cancel registration for self
- View personal profile
- Change user password for self
- Respond to feedback surveys

Skills

- Proficiency using web-browsers

System Requirements

- Internet access

Role #2: Instructor = Training Officers

Description

The Instructor is responsible for logging the course attendance information after each training session and closing a course.

Tasks (as defined by the Instructor security list)

- Perform all tasks of an End User
- Mark attendance
- Close course after training has been provided to registrants



Role #2: Instructor continued

Skills

- Proficiency using Saba 3.4
- Ability to communicate and coordinate with other SFA employees and customers throughout the training process

System Requirements

- Internet access

Role #3: Training Administrator = Registration and Logistics Team

Description

The Training Administrator will be responsible for setting-up the course catalogue in the Saba system. This includes entering and maintaining data regarding courses, classes, locations, facilities, products, and equipment. This individual will also generate course-related reports.

Tasks (as defined in the Training Administrator security list)

- Perform all tasks of an End User
- Register others for training
- Cancel registrations for others
- View and manage all resources (inventory, instructors, and equipment)
- Add, edit, delete courses
- Enable and disable courses
- Schedule and reschedule courses
- Mark attendance
- Add, edit, delete locations
- Add, edit, and delete products and equipment
- Manage rosters
- Manage waitlists
- Generate reports pertaining to courses

Skills

- Proficiency using Saba 3.4
- Prior experience in training administration activities
- Experience in using web-based solutions
- Ability to communicate and coordinate with other SFA employees and customers throughout the training process

System Requirements

- Internet access
- Citrix (required if client modules are hosted by Saba)



Role #4: System Administrator = Super User

Description

The System Administrator will be responsible for understanding the current configuration set-up and periodically adjusting these configuration options to maintain the Saba system. This individual should be proficient in all aspects of the Saba solution, including the web-based interface and the administrative client modules.

Tasks (as defined in the System Administrator security list)

- Perform all tasks of a Training Administrator, as needed
- Establish new internal users, such as training administrators, who need access to the system to facilitate the registration and training process
- Manage and maintain business rules and security lists within system
- Generate all reports
- Create new reports
- Assist other SFA University employees with Saba activities (e.g. canceling a workshop, deleting a registered user from a conference, generating reports, etc.), as needed
- Coordinate with the Jamcracker Service Center (JSC) to address and resolve functionality and technical issues related to Saba

Skills

- Expert in using Saba 3.4
- Experience in system administration
- Proficiency in administrating web-based solutions
- Understands and articulates the purpose of a Learning Management System (LMS)
- Proven ability to understand system administrative concepts, such as business rules, domain structure, notifications, product groups, security lists, etc., and how changes to configuration affect other areas of the system
- Ability to assess the changing needs of SFA University and adjust configuration settings to meet these needs
- Proficiency in using Crystal Reports
- Basic technical understanding of Jamcracker integration

System Requirements

- Internet access
- Citrix (required if client modules are hosted by Saba)