Virtual OneStop® Staff &Administrator Privileges Release Notes in V12.1 R1 *(from V11.1)*

The significant features and enhancements to Virtual OneStop® in version 12.0, 12.05, and 12.1 are summarized in the Feature Enhancements Release Notes (FERN) documents for each of those versions. This document is an Appendix to FERN documents, and is intended specifically for Virtual OneStop System Administrators. The document lists and defines the new privileges in the recent 12.0/12.05/12.1 versions of the Administration system, which are used in defining the Staff Access (access that each Staff member will have in the Virtual OneStop system), and the Admin Access (access that each Admin user will have in the Administration site for the Virtual OneStop system).

Note: *In some instances, privileges associated with late version 11.1 deployment, may be new to administrators upgrading from an 11.0 system. Therefore, recent 11.1 privileges are also included in this document and indicated as 11.1 in the "Version" column. For more thorough definitions of privileges and parameter, and their use in context of all privileges for a privilege group or a user type, refer to the complete, version 12 VOS/VLMI System Administrator Guide.*

New Staff Privileges in the Admin Site

The following privileges are new privileges for Staff, which System Administrators access by:

- Selecting **Staff Administration ▸ Administer a Staff Account**
- Using the *Search for a Staff Member* screen to search for staff
- Selecting a staff member from the displayed search results

Note: *New privileges for Administrators are covered in a separate table starting on page 12.*

Section / Subsection (Privilege Name)	Default Value	Description of Staff Privilege	Vers.
Search for a Staff Member			
Cash User Type	None Selected	Users with Cash Draw sub-system (e.g., California) will see the search drop-down for Cash User type (e.g., State Staff, Subgrantee Staff) to select and narrow the search by Cash User types of Virtual OneStop Staff members. **Note:** *This parameter only displays for systems that include Cash Draw.*	12.0
State Division	None Selected	Users with Cash Draw sub-system (e.g., California) will see the search drop-down for State Division (e.g., WIA Subgrant Management, Fiscal Programs, ETP) to select and narrow the search by Cash User types of Cash User State Staff to Cash Draw State Divisions types. **Note:** *This parameter only displays for systems that include Cash Draw.*	12.0
Associated Subgrantee	None Selected	Users with Cash Draw sub-system (e.g., California) can type a subgrantee name (or partial name) to search for local Subgrantee Users (such as cash requestors) who are subgrantee staff. **Note:** *This parameter only displays for systems that include Cash Draw.*	12.0
Future Deactivation Date	Blank ***From*** and ***To*** fields	The updated staff member search screen includes ***From:*** and ***To***: fields to search for any staff members who have a date listed in the new Future Deactivation Date field that meets the specified From/To range. Future Deactivation Date displays at the bottom of the staff member's user information section.	11.1
User Information			
New Password Enter Password of 8 - 20 characters, which must include characters, letters and numbers. Allowable characters are (!),(@),(#),($),(%),(^),(*),(.),(_)).	Blank Field	There was a change to strong passwords, in 11.1, as standard requirement to have one each of letters, numbers, and allowable special characters. A customer's configuration document may changes the min. – max for password, and how many number and/or special characters are required. The New Password message is adjusted per customer to reflect their configuration..	11.1

Section / Subsection (Privilege Name)	Default Value	Description of Staff Privilege	Vers.
Reset Password	Blank Check Box	This was changed from the New Password entry field (incorporating strong passwords in 11.1) to a Reset Password check box in 12.0, which resets the password to a default strong password assigned to the staff user, who will then be required to change it upon signing in. This way, administrators will not know any staff member passwords; they will only have the ability to reset them.	12.0
Cell Phone	Blank Field	Staff cell phone number.	12.0
Default Email Address	System Email	Default button for **System Mail** or **My Email.** Determines whether some email messages, such as certain system alerts, are sent to the staff member's email.	12.0
Assist Individual Landing Page	None Selected	Defines the Default Landing Page for Staff when they assist individuals (until they pick their own through Preferences).	12.0
Assist Employer Landing Page	None Selected	Defines the Default Landing Page for Staff when they assist Employers (until they pick their own through Preferences).	12.0
Cash User Type	Not Applicable	Users with the Cash Draw subsystem (e.g., California) can use the drop-down menu to pick a Cash User type for *State Staff* or *Subgrantee Staff*. *State Staff* will activate the *State Division* parameter. *Subgrantee Staff* will activate the *Associated Subgrantee* parameter. **Note:** *This parameter displays only for systems that include Cash Draw.*	12.0
State Division	Blank Check Boxes	Users with the Cash Draw subsystem can use the check boxes to identify state cash staff divisions (e.g., WIA Subgrant Management, Fiscal Programs, ETP) for this staff member. **Note:** *This parameter only displays for systems that include Cash Draw, and is associated with* ***State Staff Cash User Privileges*** *groups near the bottom of the screen (ETP and non-ETP).*	12.0
Associated Subgrantee	No Associated Subgrantee	Users with the Cash Draw subsystem can use this link to open a subgrantee search screen and identify a subgrantee user (e.g., a cash requestor). **Note:** *This parameter displays only for systems that include Cash Draw, and is associated with Subgrantee Staff Cash User Privileges group at the bottom of the screen.*	12.0
Future Deactivation Date		A specific future date, picked through a calendar control, when the staff member will be marked inactive.	11.1
Privilege List			
{4 new privilege groups}	N/A	The four privilege groups highlighted below have been added to the privilege list. See the actual privilege groups for details on related privileges for those groups. These groups will have Read Only for most customers who do not have the related options.	12.0

Section / Subsection (Privilege Name)	Default Value	Description of Staff Privilege	Vers.
		[General Privileges | Manage Individuals | Individual File Folders | Manage Employers | Employer File Folders | Employer Case Notes | Manage Job Orders | Manage Labor Exchange | Manage Activities | Manage Providers | Manage Consumer Reporting System (CRS) | Manage Events/Scan Card | Manage Case Assignment | Manage Profiling | Manage Communications | Manage Satisfaction Surveys | Manage Funds | Manage Tracking | View Reports | Individual Case Notes Tab | Document Management | Individual Activities Tab | Individual Plan Tab | Individual Programs Tab | Enrollments Global Parameters | Provider Obligations | Provider Payments / Refunds | Individual Assessment Tab | WARN | State Staff Cash User Privileges - Other than Employer Training Program | State Staff Cash User Privileges - Employer Training Program State Division | Subgrantee Staff Cash User Privileges] [Expand All Privilege Categories]	
[Expand All Privilege Categories]	N/A	In 12.0, the privilege list that is above all of the privilege groups for staff now includes a “Collapse/Expand” link at the bottom of the list . This lets the administrator collapse or expand all the privilege groups that follow. Each group heading also has its own +/- link to collapse or expand the individual group’s privilege lists.	12.0
General Privileges			
Visitor System Configuration	No	Allows the staff member to edit the configuration of the one-stop efficiency kiosk system, if enabled.	12.0
100% Veteran representative managing Non-Veteran can override automatic writing of services	No	This will provide the option to vet reps staff who are 100% vet reps when they are assisting non-veterans. Those staff would have the writing of services be off by default for the non-veterans they assist. (i.e., their access to the individual’s service will be View Only). When this setting is *Yes*, there will be link available to change the default in case the individuals need to be updated to a veteran.	11.1
Manage Individuals			
		No new privileges in 12.0 for this group.	
Individual File Folders			
Communications Profile Access	Yes	This was a name change in 12.0, from *Template* Folder Access to *Communications* Folder Access. It enables a larger range of access, and allows the staff member to manage the correspondence templates that have been created, the individual's messages, and their Career Network.	12.0
Manage Employers			
Create a ETP/IWT Employer	No	This permission is for a pending Employer Training Panel module, specific to one state customer in an upcoming release.. (Yes/No)	12.1
Restore an Archived Employer	No	Allows the staff member to return archived employer to an “active” status. (Yes/No)	12.1
Edit Disabled Friendly Employer Value	No	Allows the staff member to identify an employer as being disabled friendly in the staff section of employer/general information. The default is NO. If an employer is designated as *Disabled Friendly*, then all their job orders are designated as	12.1

Section / Subsection (Privilege Name)	Default Value	Description of Staff Privilege	Vers.
		Disabled Friendly on the job Details page, including a link to explain what that term means.	
Employer File Folders			
Job Orders Plan Access	No	Allows the staff member to view/edit an employer's Job Order Plan profile, which provides access to job orders, job order templates, job skill sets, and application questions.	12.0
Communications Folder Access	Yes	This was a name change in 12.0, from *Template* Folder Access to *Communications* Folder Access. It enables a larger range of access, and allows the staff member to view/edit any employer templates, messages, and system alert subscriptions; and assist employers in creating or modifying templates.	12.0
Employer Case Notes			
		No new privileges in 12.0 for this group.	
Manage Job Orders			
Job Order Vet Rep [removed]		The field *Job Order Vet Rep* from 11.1 was replaced with the following two fields in 12.0.	12.0
Refer Job Orders in Vet Hold status	No	Allows the staff member to perform referrals for job orders that are in a Veteran Hold status.	12.0
Allow Staff to Change Veteran Hold Job Order Status	No	Allows the staff member to access the Manage Internal Job Orders component of Manage Job Orders with the ability to identify and edit the veteran representative aspect of internal job orders.	12.0
Staff can edit H2B/H2A close date	No	This privileges changes the business rule to allow staff to edit the last date to display on H2B/H2A job orders. For example, if staff copies a previously submitted order that is an H2B/H2A job order, they will need to modify the expiration date of the new order after it has been saved. However, standard business rules for such job orders will limit the changes for the orders, such as the last date to display the open order. With this flag set to Yes, the staff member will be able to change this date for closing the display of that job order.	12.05
Staff can edit job order criminal records exclusion	No	This add the ability for the staff member on a job order to set a Criminal Background Exclusion parameter, as "May allow exclusion based on criminal background".	12.1
Manage Labor Exchange			
		No new privileges in 12.0 for this group.	
Manage Activities			
		No new privileges in 12.0 for this group.	
Manage Providers			

Section / Subsection (Privilege Name)	Default Value	Description of Staff Privilege	Vers.
General Information			
Edit Provider Name	No	Determines if the staff member can edit the Provider Name. This is the field *Provider Name 1*, accessed in the Provider Profile folder, on the *General* tab in the Provider Details section.	11.1
Manage Consumer Reporting System (CRS)			
Receives Program Approval/Rejection Notifications	No	Allows the staff member to receive notifications when programs have been reviewed and approved or rejected.	12.0
Receives Notifications of Programs not reviewed within 30 days of creation	No	Allows the staff member to receive notifications if programs have had no review 30 days after their creation or modification by the provider user.	12.0
Receives Regional Provider User Status Change Notification	No	Allows the staff member to receive notifications when provider users change provide/institution program data	12.05
Manage CRS Providers			
Provider CRS Services - Eligibility	No	Gives the staff member the ability to determine eligibility for a provider.	11.1
Local Provider CRS Services – Create	No	Allows regional staff to create CRS-related services for regional providers, such as cost details and performance variables.	12.0
Local Provider CRS Services – Edit	No	Allows regional staff to modify previously created CRS-related services for regional providers, such as cost details and performance variables.	12.0
Local Provider CRS Services – View	No	Limits the regional staff member to view-only access to the regional provider's CRS Services information. This prevents the staff member from creating or modifying information for the provider.	12.0
Local Provider CRS Services – Duplicate	No	Allows regional staff to clone/copy information associated with a regional provider's program as another program type. If this is set to Yes, when a CRS program is created the staff member can duplicate the program as one of two types - Non-ITA Training or Non-ITA Occupational Training.	12.0
Manage Events/Scan Card			
Events			
Remove Users From Events	No	Allows the staff member to remove users who have signed up for an events.	12.0
Event Category Creation Restrictions	*Check boxes to inactivate*	Allows the staff member to manage identify specific Event category that the staff member cannot choose when creating events..	12.1
Remove Users From Events	No	Allows the staff member to remove users who have signed up for an events.	12.0

Section / Subsection (Privilege Name)	Default Value	Description of Staff Privilege	Vers.
Manage Case Assignment			
		No new privileges in 12.0 for this group.	
Manage Profiling			
		No new privileges in 12.0 for this group.	
Manage Communications			
Messages - Search Recipients	No	Enables the recipient-search drop-down control when a staff member creates a new message, so that they can search for recipients, and use search options to identity the individuals, employers, and/or staff to whom the email will be sent.	12.0
Manage Satisfaction Surveys			
		No new privileges in 12.0 for this group.	
Manage Funds			
		No new privileges in 12.0 for this group.	
Manage Tracking			
		No new privileges in 12.0 for this group.	
View Reports			
My Reports			
Delete Reports	No	Gives the staff member the ability to delete reports that they have saved to their My Reports area. This will not delete the availability of that report elsewhere, only the quick link to the report and any associated specific filter or settings that staff saved to their My Reports list.	12.0
Detail Reports			
Allowed to run reports at State Geographic Region Level	No	Allows the staff member to run reports with the privileges associated with a state-level account.	12.0
Program Management Reports	No	Allows the staff member to access/run reports the reports accessible from the menu option, **Summary Reports ▸ Miscellaneous ▸ Program Management.**	12.0

Section / Subsection (Privilege Name)	Default Value	Description of Staff Privilege	Vers.
Cash Draw Reports	No	Allows the staff member to generate reports related to the Cash Draw module functions (e.g., reports for Deposit Instructions, Expenditure Status, Legislative members by Subgrantee or Fund, Leger reports, Cash Hold Reports, Cash Request Reports, Subgrant reports, and Subgrant Closeout Reports.	12.0
WARN Reports	No	Allows the staff member to generate detail reports for WARN notices and WARN visits.	12.0
Case Management Reports			
Case Management - Case Load Reports	No	This parameter has not changed. It allows the staff member to generate case management reports under the *Case Load* heading. However, it is worth noting that in 12.0 Case Load Reports is broken into categories for general caseload reports, and for program specific caseload reports. This parameter controls caseload reports under all the headings.	12.0
Cash Draw Reports			
[24 parameters]		For customers purchasing Cash Draw, each of the separate Cash Draw Reports can be enabled by an administrator allow the staff member to generate the specific Cash Draw report. The number of Cash Draw reports is growing and currently includes the list below.	12.1
Federal Reports			
Unemployment Federal Reports	No	Determines at what level the staff member can access federal unemployment reports, when they are available in the system. This parameter is set aside for modules currently under construction. This report parameter will be active for customers who purchase the REX system or the GUS system modules, as they become available.	12.0
Veteran Priority of Service Survey	No	Determines if the staff member can generate this Veteran Priority of Service Survey report for veterans receiving priority services.	12.0
Individual Case Notes Tab			
Individual Case Note Programs Restriction	Check boxes	Note: *This parameter (with check boxes) determines the programs for which a staff member can manage individual case notes. It is not a new privilege, but it is worth noting that if no program check boxes are selected for the staff user, they will not have appropriate program dropdown values in order to enter case notes .*	N/A
Individual Case Notes Enrollment Removal	No	Determines whether staff can remove case notes related to enrollment activities.	12.0
Document Management			
		No new privileges in 12.0 for this group.	

Section / Subsection (Privilege Name)	Default Value	**Description of Staff Privilege**	Vers.
Individual Activities Tab			
		No new privileges in 12.0 for this group.	
Individual Plan Tab			
		No new privileges in 12.0 for this group.	
Individual Programs Tab			
Wagner-Peyser			
WP - Allow create and edit of Follow-up Services	No	This option determines if a staff member who is managing an individual in Wagner-Peyser can create and edit follow-up services for the individual (when those follow up services are appropriate).	12.0
WP - Ability to delete an application	No	Determines if staff will have access to a **Delete** button at the bottom/end of an application, when working with an individual's Wagner-Peyser application. I.e., determines if staff has the ability to delete an application (with warning that no services are to be associated with the application).	12.0
Trade Adjustment Assistance			
TAA - Waiver - Allow setting of Extenuating Circumstance	No	Determines whether the TAA Waiver Entry screen includes the ability for the staff member to select/set extenuating circumstances for individuals who missed their basic TRA/TAA deadline due to no fault of their own	12.0
TAA - Waiver - Allow setting of Maximum Extenuating Circumstance	No	Determines a maximum number of extenuating circumstances that can be set by staff for individuals who missed their Basic TRA/TAA deadline.	12.0
TAA - Waiver - Allow setting of Good Cause	No	Determines whether the TAA Waiver Entry screen includes the ability for the staff member to select an associated good cause for individuals who missed their basic TRA/TAA deadline due to no fault of their own.	12.0
TAA - Travel Allowance - Edit Application Date	No	Determines whether the staff member can edit a travel allowance associated with a TAA application.	12.0
TAA - TRA Payment	No	Determines whether staff can create, edit, or delete TAA/TRA payment information.	12.0
TAA - Ability to delete an application	No	Determines whether staff has the ability to delete an application (if there are no services associated with the application).	12.0
		Note: *Part of the TAA Extension Act of 2011 (TAAEA) requires that Performance Benchmarks be established at the beginning of all training programs which are longer than 3 months, and that they be sufficiently met throughout the training program. Code is currently being developed to support customer configuration for creation/recording of these benchmarks (through a switch to enable TAA*	12.0

Section / Subsection (Privilege Name)	Default Value	Description of Staff Privilege	Vers.
		Training Benchmarks). This will include two TAA benchmark parameters, which may display on Admin sites soon after this document is published. Those two parameters are indicated below:	
Edit Training Benchmark After Exit	No	Determines whether staff who have access to the training benchmark forms can edit the training benchmarks after TAA program exit.	12.0
Delete training benchmark	No	Determines whether staff who have access to the training benchmark forms can delete the training benchmarks.	12.0
Workforce Investment Act			
WIA - Ability to delete an application	No	Determines if staff will have access to a **Delete** button at the bottom/end of an application, when working with an individual's WIA application. I.e., determines if staff has the ability to delete an application (if there are no services associated with the application).	12.0
Enrollments Global Parameters			
Enrollment Status			
Enrollments - Delete	No	The **Enrollments - Delete** flag in the Enrollment Status area has been revised, and has additional revisions planned in future releases. It determines whether the staff member can delete an enrollment record from the Closure tab, under appropriate circumstances. Enrollments cannot be deleted if they are the first enrollment record (i.e., an "is first" indicator is attached to the enrollment), or if the enrollment is a fundable activity. Note: *Planned future enhancements will allow deletion of certain fundable activities from the Closure tab, when specific conditions or checks are met for the activity.*	12.1
Edit Voided Enrollment	No	This determines whether the staff member has the ability to edit for voided enrollment records for the WIA, TAA, and Generic programs.	12.1
Enrollment Providers and Programs			
Enrollments - Edit Customer Group and Service Code	No	This determines whether the staff member can edit the customer group and/or service code associated with an enrollment, after enrollment is made..	12.1
Provider Obligations			
		No new privileges in 12.0 for this group.	
Provider Payments / Refunds			
		No new privileges in 12.0 for this group.	

Section / Subsection (Privilege Name)	Default Value	Description of Staff Privilege	Vers.
Individual Assessment Tab			
WorkKeys™ Assessment - Delete	No	Determines whether the staff member can delete the WorkKeys™ assessment level recordings.	12.0
WARN			
		Note: *These parameters are related to the WARN module that is deployed for only one customer currently. The parameters may display for other customers/systems, but will not activate functions until WARN is configured for the system. They should displays a "Read Only" for those customers.*	12.0
WARN Entry	No Access	Allows the staff member to access and add/edit information in the *WARN Entry* section of Manage WARN Notifications.	12.0
WARN Visit Entry	No Access	Allows the staff member to access and add/edit information in the *WARN Visit Entry* function of Manage WARN Notifications, for entering data for WARN visit reports.	12.0
Delete Occupations attached to WARN Record	No	Allows staff to delete occupations that have been attached to a WARN record.	12.0
Delete Locations attached to WARN Record	No	Allows staff to delete locations that have been attached to a WARN record.	12.0
Delete Unions attached to WARN Record	No	Allows staff to delete unions that have been attached to a WARN record.	12.0
Delete WARN Notice	No	Allows staff to delete an existing WARN notice.	12.0
Delete WARN Visit Entry	Own	Allows staff to delete the entire WARN Visit record, and any associated records.	12.0
State Staff Cash User Privileges - Other than Employer Training Program *(Read-Only)*			
		Note: *These parameters are related to the 12.0 Cash Draw system that is only deployed for one customer currently. For customers who have Cash Draw configured for their system, the administrator must have the Admin "Assign Cash User Type" privilege set to Yes, and have the staff member's appropriate Cash User Type selected for this group's options to be enabled. If any of those conditions are not met the group options will indicate "Read Only".*	12.0
Subgrantees			
[5 parameters]		If your system includes Cash Draw, refer to the end of section 3 of the complete "*Version 12 VOS/VLMI System Administrator Guide*" for details on these parameters.	12.0
Subgrants			
[10 parameters]		If your system includes Cash Draw, refer to the end of section 3 of the complete "*Version 12 VOS/VLMI System Administrator Guide*" for details on these parameters.	12.0

Section / Subsection (Privilege Name)	Default Value	**Description of Staff Privilege**	Vers.
Cash Holds			
[3 parameters]		If your system includes Cash Draw, refer to the end of section 3 of the complete "*Version 12 VOS/VLMI System Administrator Guide*" for details on these parameters.	12.0
Cash Requests			
[3 parameters]		If your system includes Cash Draw, refer to the end of section 3 of the complete "*Version 12 VOS/VLMI System Administrator Guide*" for details on these parameters.	12.0
Cash Request Approval			
[2 parameters]		If your system includes Cash Draw, refer to the end of section 3 of the complete "*Version 12 VOS/VLMI System Administrator Guide*" for details on these parameters.	12.0
Expenditures			
[2 parameters]		If your system includes Cash Draw, refer to the end of section 3 of the complete "*Version 12 VOS/VLMI System Administrator Guide*" for details on these parameters.	12.0
Subgrant Adjustments and Invoices			
[2 parameters]		If your system includes Cash Draw, refer to the end of section 3 of the complete "*Version 12 VOS/VLMI System Administrator Guide*" for details on these parameters.	12.0
State Staff Cash User Privileges - Employer Training Program State Division *(Read-Only)*			
		Note: *These parameters are related to the 12.0 Cash Draw system that is deployed for only one customer currently. For customers who have Cash Draw configured for their system, the administrator must have the Admin "Assign Cash User Type" privilege set to Yes, and have the staff member's appropriate Cash User Type selected for this group's options to be enabled. If any of those conditions are not met, the group options will indicate "Read Only".*	12.0
ETP Contractor			
[1 parameter]		If your system includes Cash Draw, refer to the end of section 3 of the complete "*Version 12 VOS/VLMI System Administrator Guide*" for details on these parameters.	12.0
ETP Contract			
[9 parameters]		If your system includes Cash Draw, refer to the end of section 3 of the complete "*Version 12 VOS/VLMI System Administrator Guide*" for details on these parameters.	12.0
ETP Fund Transfers			

Section / Subsection (Privilege Name)	Default Value	Description of Staff Privilege	Vers.
[1 parameter]		If your system includes Cash Draw, refer to the end of section 3 of the complete "*Version 12 VOS/VLMI System Administrator Guide*" for details on these parameters.	12.0
Contract Adjustments and Invoices			
[2 parameters]		If your system includes Cash Draw, refer to the end of section 3 of the complete "*Version 12 VOS/VLMI System Administrator Guide*" for details on these parameters.	12.0
Subgrantee Staff Cash User Privileges *(Read-Only)*			
		Note: *These parameters are related to the 12.0 Cash Draw system that is deployed for only one customer currently. For customers who have Cash Draw configured for their system, the administrator must have the Admin "Assign Cash User Type" privilege set to Yes, and have the staff member's appropriate Cash User Type selected for this group's options to be enabled. If any of those conditions are not met, the group options will indicate "Read Only".*	12.0
Subgrantee User			
[5 parameters]		If your system includes Cash Draw, refer to the end of section 3 of the complete "*Version 12 VOS/VLMI System Administrator Guide*" for details on these parameters.	12.0
Subgrants			
[2 parameters]		If your system includes Cash Draw, refer to the end of section 3 of the complete "*Version 12 VOS/VLMI System Administrator Guide*" for details on these parameters.	12.0
Cash Request			
[2 parameters]		If your system includes Cash Draw, refer to the end of section 3 of the complete "*Version 12 VOS/VLMI System Administrator Guide*" for details on these parameters.	12.0
Expenditure Reporting			
[1 parameters]		If your system includes Cash Draw, refer to the end of section 3 of the complete "*Version 12 VOS/VLMI System Administrator Guide*" for details on these parameters.	12.0
Unemployment Insurance			
UI Weekly Certification	No	Allows staff to change the Weekly Certification values for claimants. **Note:** ***This is only relevant to customers configured with applicable REX or GUS modules.***	12.1

New Administrator Privileges in Admin Site

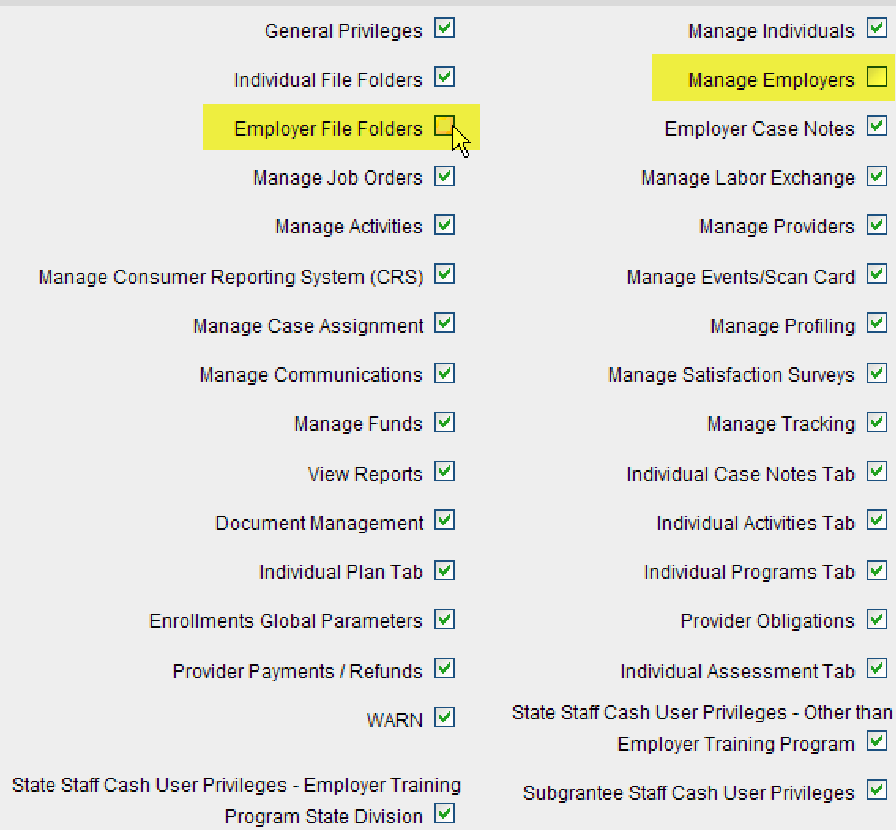
Administrators have the following new privileges, which are accessed by:

- Selecting **Admin Administration ▸ Administer an Admin Account**
- Using the *Search for an Administrator* screen to search for administrators
- Selecting an administrator from the displayed search results

Section / Subsection (Privilege Name)	Default Value	Description of Administrator Privilege	Vers
User Information			
Reset Password	Blank Check Box	This field was changed from the previous Password Entry field in version 11.1 to a Reset Password check box in 12.0, which will reset the administrator's password to a default strong password assigned to the administrator user, who will then be required to change it upon signing in. This ensures that administrators will not know any other administrator passwords; they will only have the ability to reset them.	12.0
Access Privileges			
CRS Administration			
Manage CRS Regional Contacts:	No	This field allows the administrator to access the option **CRS Administration ▸ Manage Regional Contact Information** to add new CRS regional contacts and maintain the region's contact data.	12.0
Cash Administration			
		Note: *These parameters are related to the 12.0 Cash Draw system and admin settings selected from the left-menu option Cash Administration, which is currently deployed for only one customer. For customers who do not have Cash Draw configured for their system, the administrator may see these privileges, but they will not have access to the Cash Administration menu options regardless of these privileges.*	12.0
Accounting Grant Codes:	No Access	This will enable access to the menu option **Cash Administration ▸ Accounting Grant Codes**.	12.0
Accounting Ledger Codes:	No Access	This will enable access to the menu option **Cash Administration ▸ Accounting Grant Codes**.	12.0
Initiatives:	No Access	This will enable access to the menu option **Cash Administration ▸ Initiatives**.	12.0
Programs:	No Access	This will enable access to the menu option **Cash Administration ▸ Programs**.	12.0
Projects:	No Access	This will enable access to the menu option **Cash Administration ▸ Projects**.	12.0

Section / Subsection (Privilege Name)	Default Value	**Description of Administrator Privilege**	Vers
State Assembly Representatives:	No Access	This will enable access to the menu option **Cash Administration ▸ State Assemblymen** .	12.0
State Senators:	No Access	This will enable access to the menu option **Cash Administration ▸ State Senators**.	12.0
US Congressman:	No Access	This will enable access to the menu option **Cash Administration ▸ US Congressman**.	12.0
US Senators	No Access	This will enable access to the menu option **Cash Administration ▸ US Senators**.	12.0
Data Administration			
Basic Skills Assessments:	No	This will enable access to the menu option **Data Administration ▸ Basic Skills Assessments**.	12.0
Job Order Special Category Lookup Table:	No	This will enable access to the menu option **Data Administration ▸ Job Order Special Categories Maintenance.**	11.1
Manage LWIA/Regions and Offices:	No	This will enable access to the menu option **Data Administration ▸ Manage LWIA/Regions and Offices.**	11.1
Mass Assigned Office Change:	No	This will enable access to the menu option **Data Administration ▸ Mass Assigned Office Change**.	11.1
Occupations In Demand by Region:	No	This will enable access to the menu option **Data Administration ▸ Occupations In Demand by Region – Bright Outlook**.	11.1
Resumés - System Template Administration:	No	This will enable access to the menu option **Data Administration ▸ Resumés - System Template Administration**.	11.1
ZIP Code to Office Crosswalk:	No	This will enable access to the menu option **Data Administration ▸ Zip Code to Office Crosswalk**.	11.1
Program Administration			
		Note: *The four WARN parameters that follow are related to the 12.0 WARN system that is currently deployed for only one customer. For customers who do not have WARN configured for their system, these administrator privileges will have no effect because* **WARN Program Maintenance** *is not an available option for them from the Program Administration menu.*	12.0
Manage LWIA Contacts:	LWIA	This will enable access to the menu option **Program Administration ▸ WARN Program Maintenance ▸ LWIA Contact Information**, and control at what level the contacts can be created or maintained.	12.0
Manage Regional Contacts:	No	This will enable access to the menu option **Program Administration ▸ WARN Program Maintenance ▸ Rapid Response/Regional Advisor Contact Information.**	12.0
Manage WARN Other Contacts:	No	This will enable access to the menu option **Program Administration ▸ WARN Program Maintenance ▸ DOL/ Other Contacts**.	12.0

Section / Subsection (Privilege Name)	Default Value	Description of Administrator Privilege	Vers
Manage ZIP to LWIA:	No	This will enable access to the menu option **Program Administration ▸ WARN Program Maintenance ▸ Manage ZIP to LWIA**.	12.0
WIA Agency Codes:	No	This will enable access to the menu option **Program Administration ▸ WIA Agency Codes**.	12.0
Content Publisher			
		No new privileges in 12.0 for this group.	
Reports Administration			
MIC Indicators Admin:	No	This will enable access to the menu option **View Reports ▸ MIC Indicators Admin.**	12.0
Staff Privileges Report:	No	This will enable access to the menu option **View Reports ▸ Staff Privileges Report.**	11.1
UI Wages Report:	No	This will enable access to the menu option **View Reports ▸ UI Wages Report.**	11.1
Service Administration			
Administer Local Activity Codes:	No	This will enable access to the menu option **Service Administration ▸ Local Activity Codes.**	12.0
Administer Service Duration table:	No	This will enable access to the menu option **Service Administration ▸ Duration Maintenance.**	11.1
Administer Service Mutual Exclusive table:	No	This will enable access to the menu option **Service Administration ▸ Mutual Exclusive Maintenance.**	11.1
Administer Service Non Mutual Exclusive table:	No	This will enable access to the menu option **Service Administration ▸ Non Mutual Exclusive Maintenance.**	11.1
Administer Service Not Exist Alone table:	No	This will enable access to the menu option **Service Administration ▸ Not Exist Alone Maintenance.**	11.1
Staff Administration			
Assign Cash User Type:	No	This will enable an administrator managing a staff account to access the separate Cash User Type privilege for Cash Draw staff users, near the bottom of the User Information sections.	12.0
Change Privilege Group Settings:	No	This is the same privilege as **Edit Privilege Groups** in version 11.0. The name has been changed to be more accurate.	12.0
Inactivate/Activate Privilege Groups:	No	This privilege has was removed in 12.0. Then it was returned in **12.05**. It controls the ability for administrator to inactivate or activate any privilege groups. I.e., when you pick Administer Privilege Groups, the links in the Action column to Activate or Inactivate a specific Group will display a message indicating that you are not authorized to perform that service. The privilege for	12.05

Section / Subsection (Privilege Name)	Default Value	Description of Administrator Privilege	Vers
		deleting privilege groups also exists, and is a separate privilege.	
Staff Privilege Category Assignment Ability (Check All / Uncheck All)			
		Any box that is unchecked in this area will disable the privilege group/category for the selected administrator when they access Staff Administration options to create or edit a staff account. For example, if the Manage Employers and Employer File Folders privilege groups are unchecked (as shown at left), then when that administrator logs in and opens the screen for a specific staff member, they will see the categories display "*Read –Only*" as shown below: 	12.0
System Setting and Information			
Add Email Service:	No	Allows an administrator with access to **System Settings** ▸ **Email Addresses** to add an additional email service.	12.0
Add local Email addresses to Services:	No	Allows an administrator with access to **System Settings** ▸ **Email Addresses** to add email addresses to the services.	12.0
Add/Edit Email Subject:	No	Allows an administrator with access to **System Settings** ▸ **Email Addresses** to add/edit an email subject for a service.	12.0

Section / Subsection (Privilege Name)	Default Value	**Description of Administrator Privilege**	Vers
Delete Email Service:	No	Allows an administrator with access to **System Settings** ▸ **Email Addresses** to delete an existing email service.	12.0
Email Addresses:	No	Provides an administrator with access to **System Settings** ▸ **Email Addresses.**	12.0
Manage Custom Text:	No	Provides an administrator with access to **System Settings** ▸ **Manage Custom Text,** where they can define the text associated with predefined areas in Virtual OneStop that use custom text.	12.0
Manage State Holidays:	No	Provides an administrator with access to **System Settings** ▸ **Manage State Holidays,** where they can enter state-recognized holidays.	12.0
Manage System Alerts:	No	Provides an administrator with access to **System Settings** ▸ **Manage System Alerts,** where they can modify system alerts for the alert text, delivery method, and notification requirements related to each of the system alerts (including enabling or disabling the alert).	12.0
System Defaults:	No	Allows an administrator with access to **System Settings** ▸ **System Defaults** to change the default settings assigned to your system such as language preference, navigation, theme, and job order parameters.	12.0
User Administration			
Create Analyst Accounts:	No	Enables an administrator who has access to **User Administration** ▸ **Administer Individuals** and can make changes to existing analyst accounts to also access the Create an Analyst Account link and create new analyst accounts.	12.0