

CDOL Tip of the Week. January 17

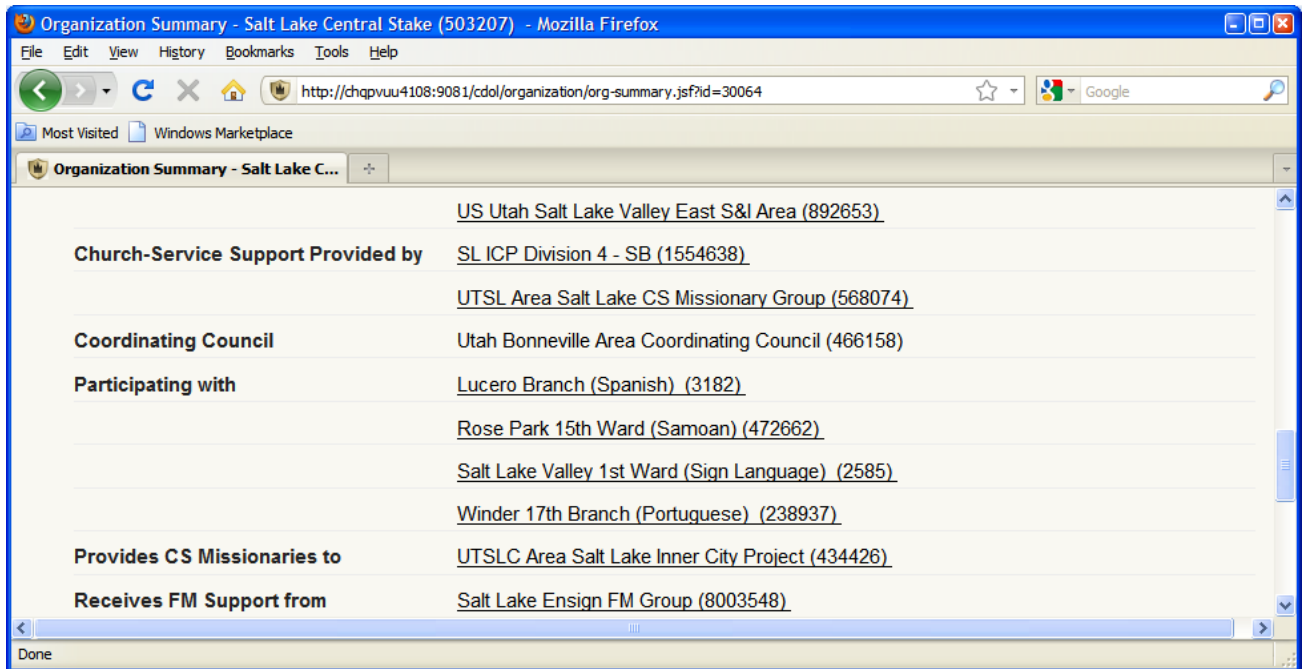
CDOL Features: Organizations, Assignments, and Data marked “Private”

This week’s tip was suggested by a Feedback received this week. A brother had been editing his account and checked the “Private” box for his assignment and then saved. He exited CDOL, the changes were published, and the end result was the brother could no longer see or edit his assignment. He wrote in asking for help, which was gladly given, but the request generated the idea for dispersing the information below.

If you are in a position where you can see your own assignment, or use CDOL to edit other assignments or organizations, you may have seen the various places the “Private” check boxes are displayed. Or if you are a user and have searched for an organization or person in CDOL you know is there, but haven’t been able to find the organization or get to the screen with the information you want, there is a possibility the information has been marked “Private.” Here are some brief points about this particular feature in CDOL.

1. Marking something “Private” removes the item, assignment, or organization from the public view, meaning that those with only public view rights no longer can see the details on that which was marked private. Viewing information for an item marked private requires additional CDOL rights, either granted explicitly or inherited from a particular assignment role.
2. With administrative rights it is possible to globally mark an assignment type or an organization type private, which then affects all instances of the assignment or organization.
3. With certain rights an assignment type marked private globally can be over-ridden one assignment at a time, within a specific organization, at the edit assignment level.
4. An organization can only be marked private globally and cannot be over-ridden individually, and the global flag would have to be removed or the organization type would have to be changed (an admin capability) to allow a specific organization to become public without affecting other organizations of the same type marked private. (A higher level of privacy, called “Sensitive” can be applied to an organization [or assignment] globally or individually and can be over-ridden individually, but that function of editing will not be further discussed at this time.)
5. If an individual’s assignment is either purposely or accidentally marked private during the editing process and the assignment is saved and then published to the database, that assignment is no longer visible, even to the individual holding the assignment, unless rights have been granted to view private information in the organization type where the assignment exists. If an assignment can’t be seen it can’t be edited (thus the need for the brother to write in to ask for help).
6. Individual elements of an assignment, including an address or a phone number, can be marked private so that the data is visible only to users with rights to see private information, while the data not marked private remains visible to all those with public view rights. An individual who has rights to see his or her own assignment has rights to see any address, phone number, or email address for that specific assignment whether marked private or not.
7. Every assignment has an available “Private Email” field which can be populated with an email address that will be visible only to those with rights to see private information for the organization type in which the assignment exists.
8. Addresses and phone numbers marked private can still be edited by the owner.

9. Users who lack private view rights can view an organization marked public that is associated with an organization marked private. The private organization name is visible, but the private organization will not be available (the link will be disabled) to view information normally visible on a public organization. For example, in the screen shot below, the user has rights to see information on various associated organizations for his stake, but the private Area Coordinating Council organization, though listed by name, has no link (it's not underlined), meaning the user can see the name but no other information is available with the user's current rights.



10. Additional rights (such as to enable viewing a specific private organization or organization type) can be granted if needed, requested, and approved by an authorized source by completing a CDOL Authorization form.