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Inter-American Foundation.....	184	40	11
African Development Foundation.....	184	50	11
International Monetary Programs.....	184	60	11
Military Sales Program.....	184	70	11
Special Assistance Initiatives.....	184	75	72

To view a list of all the agency codes, please visit the following URL:

http://www.whitehouse.gov/omb/circulars/a11/current_year/app_c.pdf

For agencies that cannot be found, users may have to find the agency website to see which agency they could possibly align to. For example, after looking up the ‘MedPac’ agency website, it was determined to use the **Department of Health and Human Services** code.

The following are codes that currently do not have an associated Agency per Appendix C. A request for clarification on these items has been sent to the OMB; however, no response has yet been given.

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448
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1.5 Rights and Permissions

RIGHTS are used to designate Create, Read, Update, Delete and Assign Permissions access for the Investments, Portfolios, Scoring, OMB Submission, and Resource Library modules. Access to the Admin module is also assigned through RIGHTS. If a user is assigned ‘Global Admin’ RIGHTS, it means that they can access and make modifications to every area of the Admin module.

For basic eCPIC users, RIGHTS may not be the best way to grant access to the system, as RIGHTS are meant to provide *overarching access to entire modules*. When access to every item within a module is not the goal, using PERMISSIONS to control access is the

better choice. PERMISSIONS are an effective way to manage access to *individual* investments, portfolios, scoresheets, and OMB submission packages.

When there is a conflict between the levels of access that a user possesses through RIGHTS vs. PERMISSIONS, the greater level of access will prevail. For example, if a user has ‘Read’ RIGHTS to the Investments module, but possesses ‘Update’ PERMISSIONS for specific investments, the user will be able to ‘view’ every item in the module, and ‘edit’ those for which they have Update PERMISSIONS. In this case, ‘Update’ access to individual items overrides the ‘Read’ access granted to the entire module.

1.5.1 Create Rights

‘Create’ RIGHTS are assigned to users entrusted to create new items for their Agency such as (*Investments, Portfolios, Resources, Scoresheets, and OMB Submission Packages*) in the application. Once a user creates a new item, that user will be allowed to edit its data and assign permissions to it and create revisions.

Note: ‘Create’ RIGHTS for the *Resource Library* must be specifically assigned for users to add resources; this RIGHT is not automatically given when the new user is created. This enables System Administrators to secure the *Resource Library* by carefully managing who may add new items. If the user does not have ‘Create’ RIGHTS to the *Resource Library*, they will not see the ADD RESOURCE links throughout the application. When a user has ‘Create’ RIGHTS for the *Resource Library*, they can add resources for the investments and portfolios to which they have ‘Update’ access.

1.5.2 Read Rights

‘Read’ RIGHTS to a given module provide view only access to *all items within the module*. This allows a trusted user the access they would need to access and review all the items, but not edit information in the (*Investments, Portfolios, Scoring, Resources, and OMB Submission Packages*).

If access to all items within a module is unwanted, PERMISSIONS should be used instead of RIGHTS.

Note: Users need ‘Read’ RIGHTS to the *Resource Library* in order to access this module. This RIGHT is not automatically granted when the user is created.

A user does not need ‘Read’ RIGHTS to gain access to Investments, Portfolios, Scoresheets, or OMB Submissions Packages if they have ‘Read’ PERMISSIONS. If access to a specific item is granted through PERMISSIONS, the user will be able to access the module that contains the item.

1.5.3 Update Rights

‘Update’ RIGHTS to a module provides edit access to *all items within the module*. This allows a trusted user the access they would need to access and review all the items and edit information in the (*Investments, Portfolios, Scoresheets, and OMB Submission Packages*).

If access to all items within a module is unwanted, PERMISSIONS should be used instead of RIGHTS.

A user does not need ‘Update’ RIGHTS to gain access to Investments, Portfolios, Scoresheets, or OMB Submission Packages if they have ‘Update’ PERMISSIONS. If access to a specific item is granted through PERMISSIONS, the user will be able to access the module that contains it.

1.5.4 Delete Rights

‘Delete’ RIGHTS gives a user the ability to delete any and *all items within a given module*. This RIGHT should be assigned with careful consideration. The ability to delete individual (*Investments, Portfolios, Scoresheets, Resources-the ones users created, and OMB Submission Packages*) should be assigned through PERMISSIONS.

1.5.5 Assign Permissions Rights

‘Assign Permissions’ RIGHTS gives a user the ability to assign permissions for *every item within a given module*. When a user has the ‘Assign Permissions’ RIGHT, he or she can grant or deny access to other users and groups by selecting the User or Group Permissions icons in the toolbar of the (*Investments, Portfolios, Scoring, and OMB Submissions*) and making the appropriate selection.

1.5.6 Create Permissions

The ‘Create’ PERMISSION provides a user with the ability to create different versions of *investments* by using the **Create Revision** function. The ‘Create’ PERMISSION applies to investments only, as the ability to make revisions for Portfolios, Scoresheets and OMB Submissions Packages does not currently exist in eCPIC.

1.5.7 Read Permissions

The ‘Read’ PERMISSION is used to assign view only access to a *specific* Investment, Portfolio, Scoresheet, or OMB Submission Package.

As an Administrator, if the intent is to grant 'Read' only access to specific items as opposed to all items in a given module; PERMISSIONS should be used instead of RIGHTS.

1.5.8 Update Permissions

The 'Update' PERMISSION is used to assign 'edit' access to a *specific* Investment, Portfolio, Scoresheet, or OMB Submission Package.

As an Administrator, if the intent is to grant 'edit' access to specific items as opposed to all items in a given module, PERMISSIONS should be used over RIGHTS.

Note: 'Update' access does not automatically give a user the ability to 'Create' new revisions, 'Assign Permissions', or to 'Delete' Investments, Portfolios, Scoresheets, or OMB Submission Packages. These privileges must be assigned purposefully through the Create, Delete, and Assign Permissions PERMISSIONS.

1.5.9 Delete Permissions

The 'Delete' PERMISSION is used to grant a user the ability to delete a specific Investment, Portfolio, Scoresheet, or OMB Submission Package.

If the ability to delete items for the application is a privilege that needs to be assigned sparingly, the 'Delete' PERMISSION should be used on an item by item basis.

1.5.10 Assign Permissions Permission

The 'Assign Permission' Permissions is used to grant users the ability to manage PERMISSIONS for a *specific* Investment, Portfolio, Scoresheet, or OMB Submission Package. This will allow that user the ability to 'assign permissions' to that particular item to other users and groups.

As an Administrator, if the intent is to grant a user this capability for specific items as opposed to all items in a given module, the 'Assign Permission' PERMISSION should be used over the 'Assign Permission' RIGHT.

When a user creates a new Investment, Portfolio, Scoresheet or OMB Submission Package, they will automatically receive the 'Assign Permissions' PERMISSIONS for it. As such, the person can then grant or deny access to the newly created item.

1.5.11 Process Level Permission

'Process Level' PERMISSIONS aids in providing restricted access to end users for investment level data. Users of the system are often concerned with only specific

portions of an investment. This level of PERMISSIONS supports supplying the user with just the processes they use and restricting them from other processes. Therefore, processes can be created that contain only portions of the investment or Agency specific questionnaires.

For example, in the Exhibit 300 Process, the Enterprise Architecture contains the sections, sub-sections and fields related to EA. For those users that only need to answer the questions associated with the Enterprise Architecture, the System Administrator could create a separate process that contains the sections and sub-sections of the EA. So, PERMISSIONS would be given to the EA Process for those users that need to only answer EA questions, but not the full Exhibit 300 Process.

Note: This guide assumes access to the Exhibit 300 Process. Screenshots and information provided throughout are based on this assumption; however, individual users will not necessarily have this level of access. If users believe they do not have access to all the Processes that they should, please contact the System Administrator.