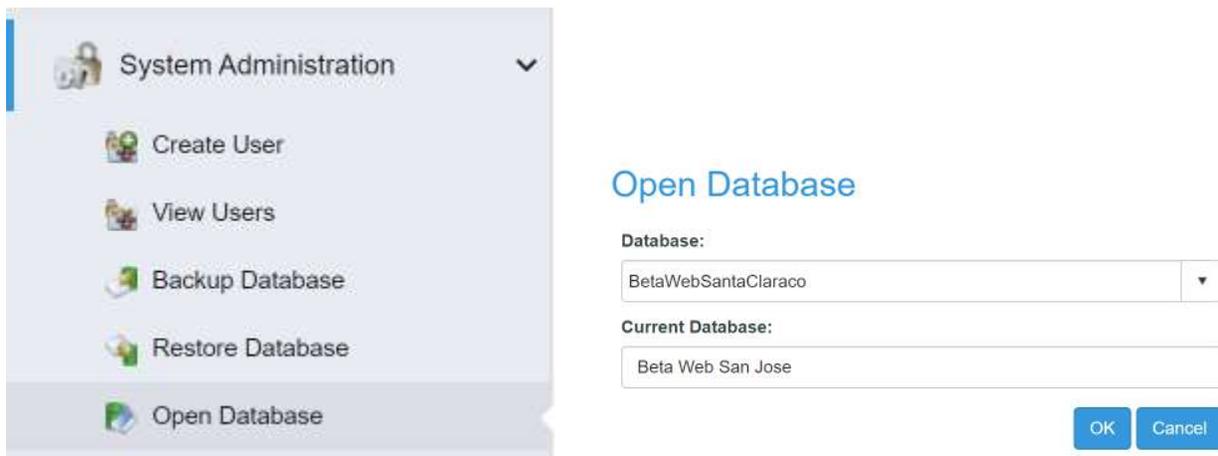


Consultant Open Database Access Functionality and Rules

Functionality:

Open Database access is a feature of a Consultant StreetSaver Account. When provisioned, it allows consultants to easily connect to their clients' databases under their own log in and consultant account. The Open Database screen is located in the System Administration module. The user selects the desired client database from the drop down and clicks OK to connect.



Rules:

- 1. Authorization and Provisioning-** Only a user with Admin privileges in the agency database can authorize access for a consultant. This is done via the **Send Invite** process on the Create/Edit User screen in the StreetSaver System Administration module. Open Database access **will only be provisioned** when an automated invite notification from the agency account is received. This indicates that someone with authority in the agency database determined screen permissions and authorized access by sending the invitation. Any direct requests for Open Database access outside of this process will be referred to the agency for resolution, and technical support will direct the agency to create the user with the desired rights and send the consultant the invitation. Tech Support will be automatically notified when they do this by the system, and can proceed with provisioning the Open Database access. See rules below for exceptions.
- 2. Expiration-** As a default, Open Database access will be set with a maximum expiration date of 12 months. A shorter date can be used per the agency's request. When the expiration date is passed, the consultant will no longer see the client database in their Open Database selection list. Authorization is again required from someone at the agency with Admin privileges in order to restore the access and extend the date for up to 12 months. The Admin can go to the View Users screen under System Administration and extend the expiration date for up to 12 more months.

3. **Screen Rights**- Tech support will not modify or set up screen rights for consultant users in their client databases. This activity will always be referred to the agency for resolution. See rules below for exceptions.
4. **PTAP**- Tech support can set up PTAP Consultant access using default consultant rights. Default consultant rights are described as follows:
 - a. Delete rights on all screens except those below.
 - b. Admin rights on GIS Updates, Backup DB, Restore DB, and View/Create User.

The expiration date for PTAP Open Database access will be set to up to 12 months but not exceed April, 30th of the next year.

5. **Initial Account/DB Set Up**- If a consultant is signing up and managing the set up for a new or returning agency, Tech Support will provision Open Database access for the consulting firm. The consultant will be set up with default consultant rights as described under rule 4.
6. **Exceptions**- Any exceptions to the rules above will be reviewed on a case-by-case basis.