



BASIC ROLES AND SERVICE BODIES IN THE BMLT

Administrators and Service Bodies

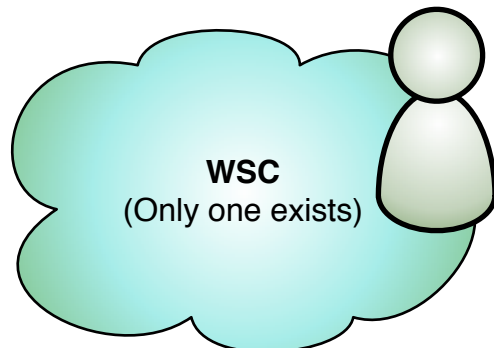
The BMLT has a way to set up a "hierarchy" of Service Bodies, and there are 3 kinds of users; 2 of which can be assigned to edit Service Bodies and meetings.

Service Body Administrators can edit the Service Body information **and** the meetings for the Service Body to which they have been assigned. They can also do "bulk" meeting operations, like publish/unpublish, duplicate or delete collections of meetings.

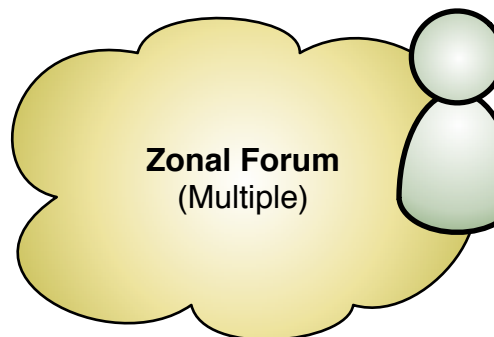
Meeting Editors can only edit unpublished meetings, and they cannot do any "bulk" operations.

The "hierarchy" is actually fairly arbitrary. RSCs do not have to contain ASCs, etc. Any Service Body can contain any other Service Body, and all Service Bodies can create and manage meetings. It should be a matter of site policy as to how things are set up in a given server.

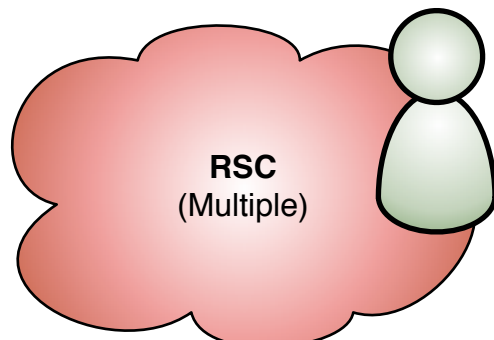
-  Server Administrator
-  Service Body Administrator
-  Meeting Editor
-  Observer
-  World Service Conference
-  Zonal Forum
-  Regional Service Committee
-  Area Service Committee
-  Metro Area
-  Group (or Co-Op)
-  Meeting



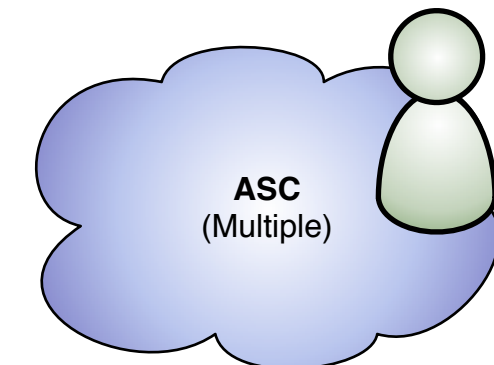
World Service Conference Administrator
Can edit the Service Body information for the WSC Service Body, and the meeting and Service Body information for all Service Bodies contained by the WSC. Cannot create new Service Bodies, and cannot create or edit users. Usually will not edit meetings.



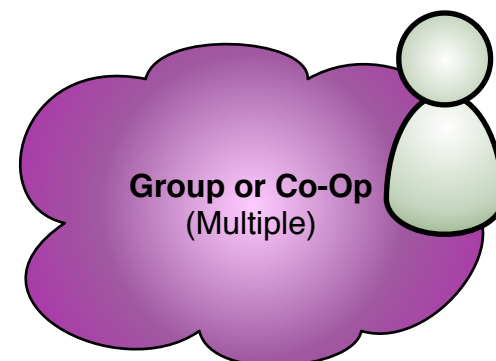
Zonal Forum Administrator
Can edit the Service Body information for the Zonal Forum Service Body, and the meeting and Service Body information for all Service Bodies contained by the Zonal Forum. Cannot create new Service Bodies, and cannot create or edit users. Usually will not edit meetings.



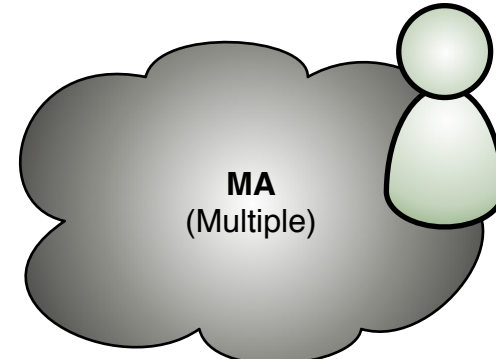
Regional Service Committee Administrator
Can edit the Service Body information for the RSC Service Body, and the meeting and Service Body information for all Service Bodies contained by the RSC. Cannot create new Service Bodies, and cannot create or edit users. Usually will not edit meetings, but may be called upon to do such operations as switching meetings between Service Bodies, or "filling in" for absent ASC admins.



Area Service Committee Administrator
Can edit the Service Body information for the ASC Service Body, and the meeting and Service Body information for all Service Bodies contained by the RSC (Usually, none). Cannot create new Service Bodies, and cannot create or edit users. This administrator will probably be the one editing most meeting data.

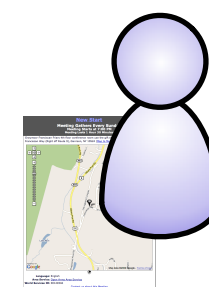


Server Administrator
Can edit all information, including Service Bodies, User Information and Meetings
Not attached to any particular Service Body
The only admin that can create new users and Service Bodies
Only one Server Administrator (ID 1) exists.



Group Administrator
In some cases, Groups may be large enough, or independent enough, to have their own Service Body. This may also apply to "Group Co-Ops."
As with any Service Body Administrator, this administrator can make changes to the Service Body information, or edit any meeting data for meetings that assign this Service Body as their immediate Service Body.

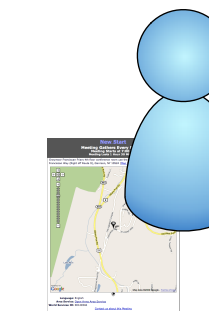
Metro Area Administrator
Can edit the Service Body information for the Metro Area Service Body, and the meeting information for all Service Bodies contained by the Metro Area. Cannot create new Service Bodies, and cannot create or edit users. This admin may be called upon to edit meetings for multiple ASCs.



Meeting
(Multiple)

Meeting Editor
Can edit meetings only in whatever Service Body they have been added as an editor (Can be done by a Service Body Admin).

Additionally, the meetings must first be "unpublished" by a Service Body or Server Administrator, and edit rights do not extend to "children" Service Bodies.



Meeting
(Multiple)

Observer
Can see the fields marked with visibility 1, which means that only logged-in admins can see these fields.
Cannot edit meetings or make changes to anything other than their own account. Visibility authority is extended to the Service Body to which the observer is assigned, as well as "children" Service Bodies.



HOW USERS WORK IN THE "HIERARCHY" OF BMLT SERVICE BODIES

Server Administrator

Can change anything, in any Service Body or meeting on the server.

Can create, edit and delete users.

Can create and delete Service Bodies.

Can permanently delete meetings (erase changes)

Service Body Administrator

Is eligible to be assigned as a Principal Service Body Administrator.

Can change the Service Body info for Service Bodies to which it has been assigned as the Principal Administrator.

Can change the Service Body info for Service Bodies "contained" by the Service Body to which it has been assigned (as either a Principal Administrator, or as an Editor).

Can edit all meeting data, both in the Service Body to which it has been assigned, and "contained" Service Bodies.

Meeting Editor

This is sort of a "trainee" position. They can only edit meetings, and those meetings must first be unpublished by the Service Body Administrator. The Meeting Editor cannot publish meetings, but they can delete and undelete unpublished meetings, as long as the meetings are in the Service Body to which the Editor is assigned. Rights do not extend to "children."

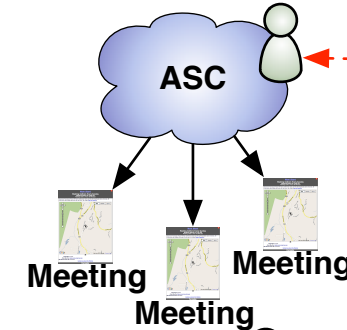
Cannot change any Service Body info.

Observer

Observers are a new user designation, as of version 1.6.

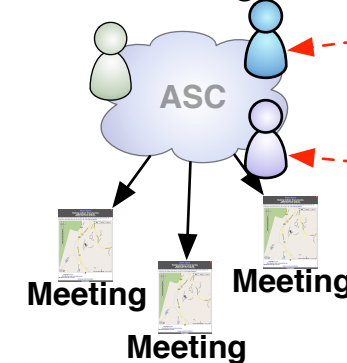
Observers cannot edit any meeting or Service Body information. The only thing they can do is view fields in meetings with a visibility set to "1," or only administrators can see the field.

This is for helpines, where contact information can be saved with a meeting.



Basic Service Body Administrator
Can change the Service Body Info (name, email address, parent Service Body, additional editors, etc.)

Can edit all meetings in the Service Body.



Basic Observer
Assigned by the Service Body Editor.

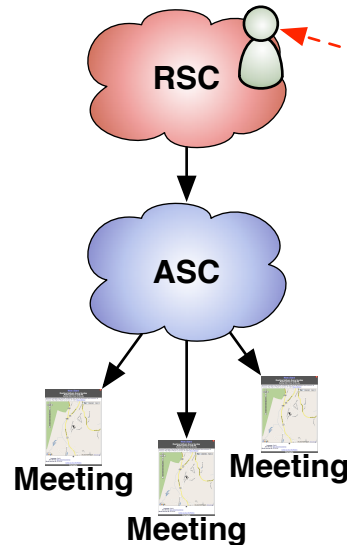
Can see all meetings in the Service Body.

Basic Meeting Editor

Assigned by the Service Body Editor.

Cannot change the Service Body Info.

Can edit all meetings in the Service Body.

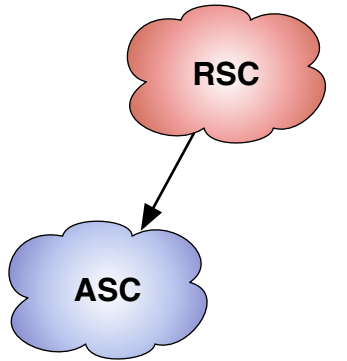


Parent Service Body Administrator
Can change the Service Body Info (name, email address, parent Service Body, additional editors, etc.)

Can edit all meetings in the Service Body.

Can change the Service Body info for "contained" Service Bodies.

Can edit all meetings in "contained" Service Bodies.



Service Body "Parents"
A Service Body can assign another Service Body as its "Parent," which gives the Parent Service Body the right to edit its Service Body Information and meetings.

Additional Service Body Administrator
Assigned by the Parent Service Body Administrator.

Can change the Service Body Info (name, email address, parent Service Body, additional editors, etc.) of Service Bodies "contained" by the Parent Service Body, but not the info for the Parent Service Body.

Can edit all meetings in the Service Body.

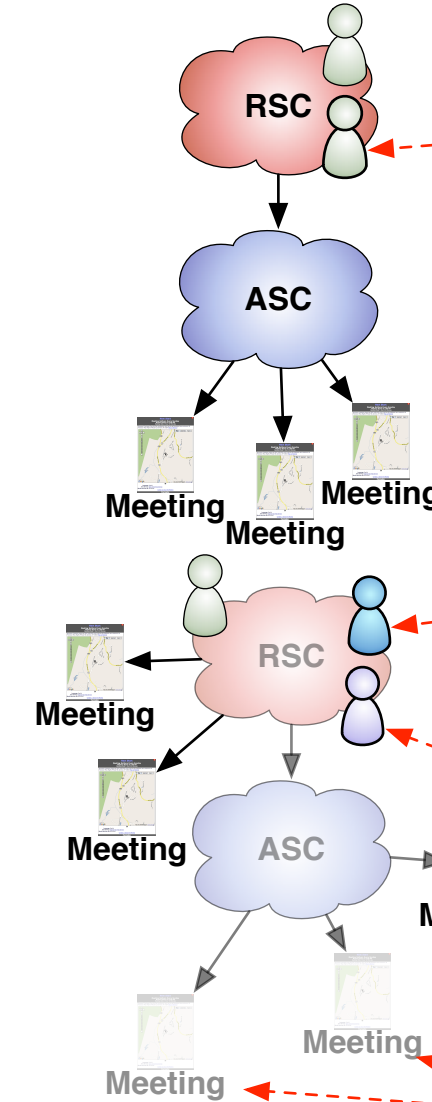
Can change the Service Body info for "contained" Service Bodies.

Can edit all meetings in "contained" Service Bodies.

Parent Observer

Assigned by the Parent Service Body Editor.

Cannot change any Service Body or meeting Info.



Can see all meetings directly in the Service Body, and, unlike Meeting Editors, can also see meetings in "children" Service Bodies.

Parent Meeting Editor

Assigned by the Parent Service Body Editor.

Cannot change any Service Body Info.

Can edit all meetings directly in the Service Body.

Cannot edit any meetings in "children" Service Bodies.

HOW USERS WORK

Basically, creating a user doesn't confer any rights to that user at all. The user must be assigned to a Service Body. This is done by either assigning the user as the Principal Service Body Administrator, or by making the user an "additional editor" for a Service Body, by checking that user's box.

The rights assigned to a user depend on the type of user (Meeting Editor or Service Body Administrator), and how that user was assigned to a Service Body.

Meeting Editors can never be assigned as Principal Service Body Administrators. They can only be assigned as additional editors. They can never change any Service Body information; only edit meetings, or change their own account information. Additionally, Meeting Editors cannot work on published meetings, and can only work on meetings directly assigned to the Service Body to which they are assigned.

Service Body Administrators, on the other hand, have all the rights of Meeting Editors, plus the ability to edit Service Body information. They are eligible to be assigned as Principal Service Body Administrators for a Service Body, and will be able to edit Service Body information for "contained" Service Bodies, if assigned to a Service Body as an additional editor.

Observers have no rights to change or edit anything. Their only ability is to see the "hidden" fields in meeting "More Details" windows. These are data items that have had their visibility set so that only administrators can see the information. However, unlike Meeting Editors, Observers have their rights extended to "children" Service Bodies in the hierarchy.

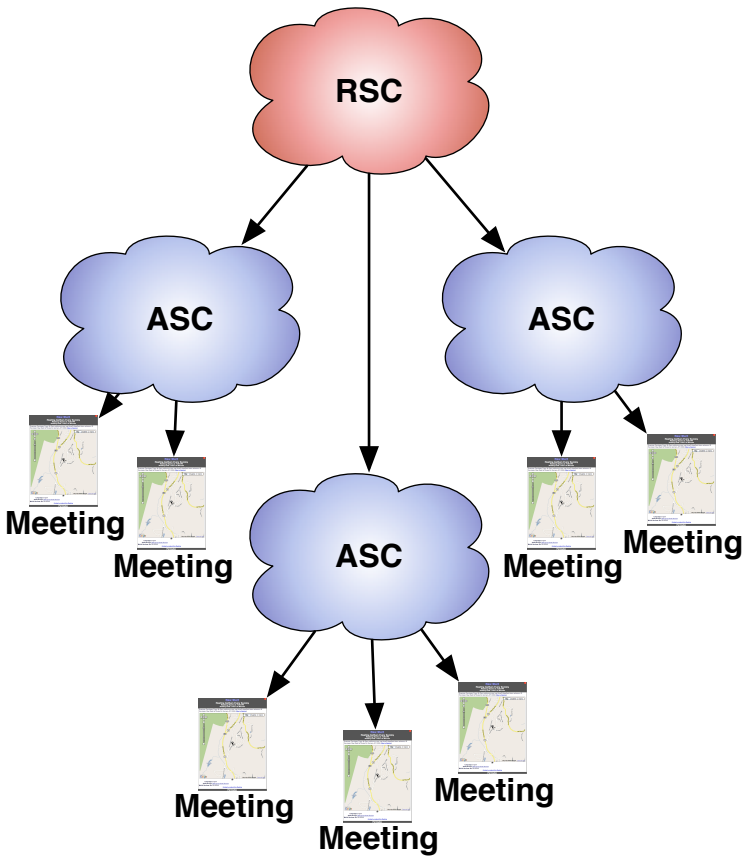
Any user can be assigned as either a Principal Service Body Administrator, or an additional editor to more than one Service Body.



THE "HIERARCHY" OF BMLT SERVICE BODIES

Service Bodies Can "Contain" Service Bodies

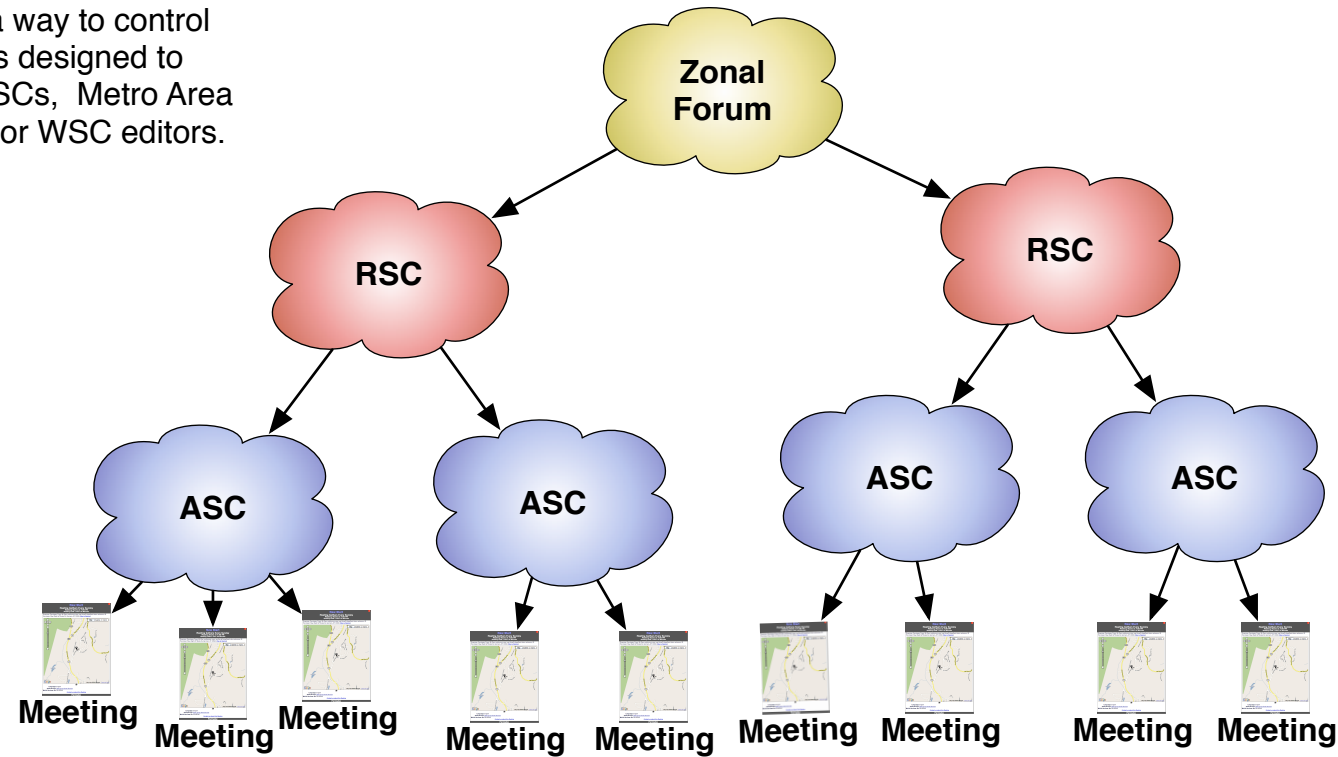
The "Hierarchy" of the BMLT is really just a way to control access to the meeting data. The BMLT was designed to encourage meeting data to be edited by ASCs, Metro Area and Group editors; not RSC, Zonal Forum or WSC editors.



The Most Common Arrangement

The BMLT was really designed as a tool for RSCs. The RSC is meant to install and maintain the root server, and let each ASC manage their own meetings.

This simple arrangement will allow each level of Service to provide the services to which they are best suited, and keeps the database at a manageable scale.



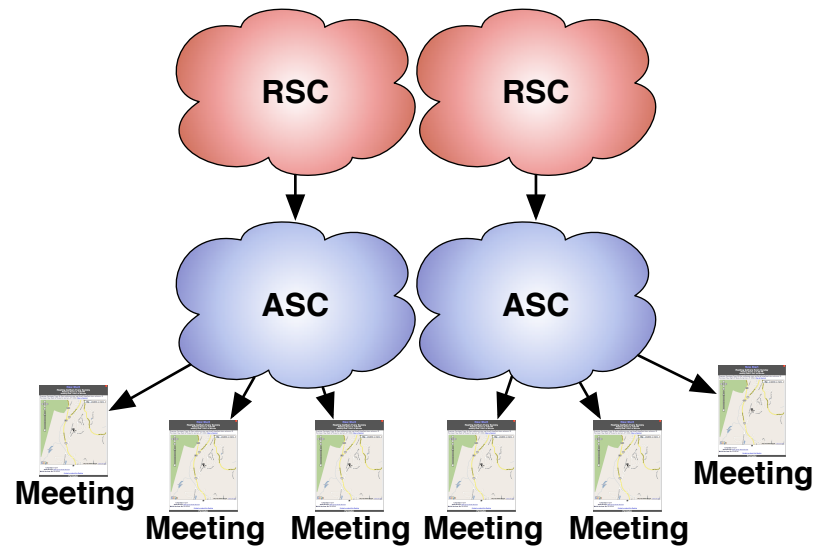
A More Complex Arrangement

In this case, the root server is maintained by a Zonal Forum, and provided to RSCs as a resource.

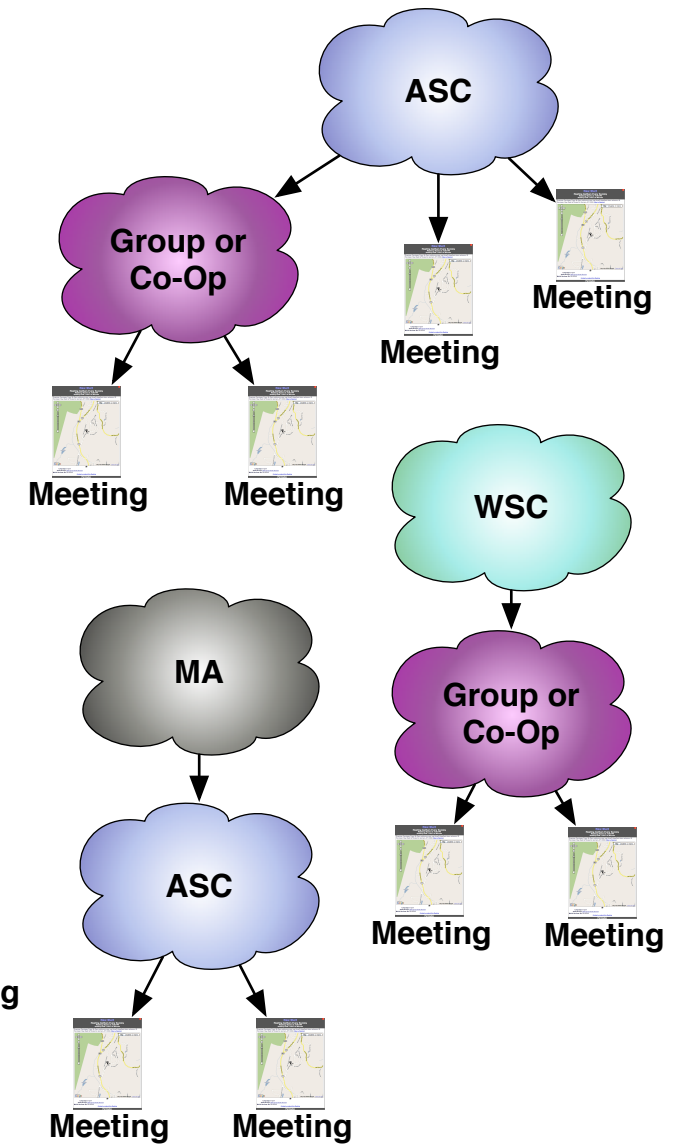
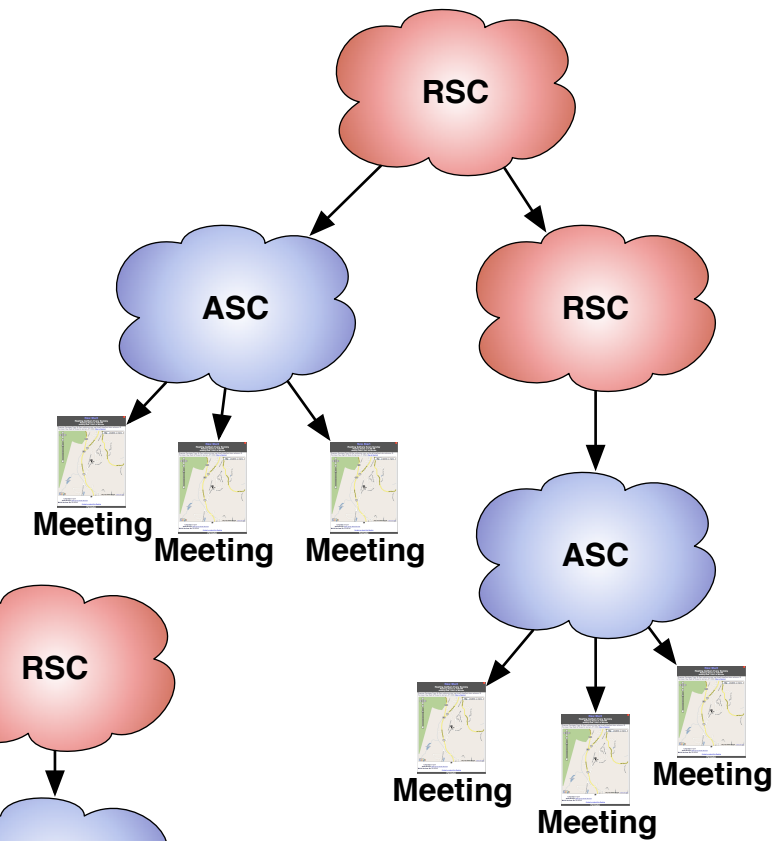
Each RSC manages its ASCs, which manage their own meetings.

This model provides contiguity over a larger geographic area than the simpler RSC/ASC model, but the database is a great deal more complex.

As long as editorial control of meetings is pushed to the Service Body most closely associated with those meetings, it is entirely possible to manage many thousands of meetings with one server.



Other Arrangements
Metro Areas can take the role of the RSC, providing a Service to their ASCs.
One RSC can manage the root server, and provide Services to another RSC and its ASCs.
Groups can have editorial control over their own meetings, and can even cede control to the WSC.
In all cases, it is entirely possible to have just one Service Body directly managing meetings.
It is possible to have completely independent hierarchies in one server.





BMLT ADMINISTRATORS

What A Mess

This shows just how fiendishly complex the administrative relationships can get.

Service Body Administrators (the greenish-colored figures) can edit the Service Body to which they are assigned, **as well as every Service Body "contained" by that Service Body.**

The dotted lines represent the Service Body Administrative capabilities (Service Body Administrators can also edit the meetings for all "contained" Service Bodies). Note that the WSC Administrator can edit ALL Service Bodies in the diagram, but that the Zonal Forum Administrator cannot edit the one Group that has chosen to allow only the WSC to administer it.

Meeting Editors (the purple-colored figures) can edit only meetings, not Service Bodies, and only those meetings directly controlled by the Service Body to which they are assigned. Look at the Meeting Editor in the lower right-hand corner. The Editor assigned to the ASC cannot edit meetings in the Group/Co-Op, even though the Group is a member of the ASC to which the Editor is assigned.

Every Service Body has a primary editor, which must be a Service Body Administrator. Although it is not shown here, a Service Body Administrator can be the primary editor for more than one Service Body.

Each Service Body can assign additional editors. The capabilities of those editors will be determined by the type of administrator they are.

Meeting Editors can never edit Service Body information; only meetings. However, if the additional editor is a Service Body Administrator, they can edit Service Body information for "contained" Service Bodies (not the "parent" Service Body, however).

We should be careful about who is assigned to which Service Body, and keep track of them. Care should be taken to realize that a "parent" Service Body confers rights to its editors that extend to the "contained" Service Bodies as well.

It is a good best practice to only assign additional editors to the ASC or Group Service Body that is directly responsible for editing meeting data. The scope of an administrator's reach is determined by which Service Body they are attached to

It is also a good best practice to stipulate that only ASC or Group Service Body Administrators (or Meeting Editors) be the ones to edit meeting data. RSC, WSC or Metro Area administrators should send meeting change requests "down the tree" to the responsible ASC or Group administrators.

Also note that, in this example, the root server and the Server Administrator are actually maintained by one of the RSCs in the "middle" of the hierarchy. This is perfectly allowable. The Server Administrator account should only be used to create and edit users and to create and delete Service Bodies. Otherwise, the RSC Service Body Administrator, with its far more limited scope, is used.

Note also, that it is entirely possible to have a Service Body completely independent of any other Service Body. In this case, only the Server Administrator can affect the Service Body (besides the principal editor and any assigned editors). The independent meetings are shared in the database (so can be found in searches), but administration is isolated.

As of version 1.6, we have added the "Observer" user level. This user can see the "hidden" fields in meetings (such as contact information for meetings), but cannot make any changes, or see hidden fields in meetings outside their jurisdiction. This jurisdiction extends to meetings contained by the Service Body to which the Observer is assigned, as well as other "children" Service Bodies

