# INS-CGN-PG-011 GENIS: staff members and their roles

Access to Genis is determined at different levels:

* at database level (access to the tables)
* at screen level (access to screens and/or input fields within the screens)

The different levels are recorded in so-called “roles” within ORACLE; these roles are linked to a login name and associated password to gain access to Genis. The roles in Genis are:

* Guest (GNS\_GUEST)
* User (GNS\_USER)
* Data typist (GNS\_ADMIN)
* Seed Manager (GNS\_MANAGER)
* Database administrator (GNS\_DBA)

The description and rights of these roles at database and screen level are recorded in the Genis data dictionary (see the “KMS\_bijlagen” folder).

Every Genis user receives their own username and password. This username is linked to one or more of the roles, giving this user all the rights associated with this role(s).

Guests who just want to look around Genis are given the role of guest. New employees are assigned the User role by the documentation project officer. The final role that an employee will be given depends on the position that employee fulfils.

When the employee in question has been sufficiently trained to be able to implement changes in the relevant tables himself, a different role can be assigned. The period with the User role is in principle 6 months, but this can be deviated from depending on the employee in question and the intensity with which Genis is worked. A new role is assigned in consultation with the documentation project officer and the documentation project manager.

Temporary employees who work at CGN for a period of less than 6 months are not assigned any role other than Guest or User. Changes to tables always take place under the supervision of a curator and/or the documentation project officer.