



## What does the database contain

### User types

The database contains seven different user types that all must be connected to a country, a district and a club. The user types will be described below:

#### Student

All exchange students, Inbounds and Outbounds that are currently on an exchange or on their way abroad, will be registered in the database. They get access to read everything about themselves and can see their contacts abroad and at home. They also have access to search for information about all other people in the database. They do not have the possibility of changing any data in the database.

## Contents of the Database

### User Types

The database contains seven different User Types, each of them connected to a country, a district and a club. The User Types are:

#### Student

All exchange students, Inbounds and Outbounds, who are presently on an exchange or outbound, are created in the database. The students get access to read information on themselves and can see their contacts at home and abroad. In addition, they also get access to seek information on other persons in the database. They do not get access to change data already stored.

#### Chairmen - CM

All Chairmen are updated in the database when their districts are exchanging with your District. A Chairman can create/change/delete all persons with the same **Home** or **Host** Country as his/her own Country. A Chairman can also create/change/delete all other Chairmen.

#### District Chair - DC

All District Chairs are updated in the database and have access to all data. A District Chair may create/change/delete students with the same **Home** or **Host** Country as his/her own Country.

#### Assistant District Chair - ADC

All Assistant District Counsellors are updated in the database and have access to all data. An Assistant District Counsellor can create/change/delete students with the same **Home** or **Host** Country as his/her own Country.

#### Club Counsellor - CC

All Club Counsellors in clubs presently exchanging or having exchanged are updated in the database and have access to all data. They can only create/change/delete Student Families (SF) and attach Student Families to Students connected to their own Rotary club. Club Counsellors can also change data on students from their own club.

#### Youth Exchange Officer – YEO

Persons who only have access to read data and print lists from the database.

#### Protection Officer – PO

Persons who only have access to read data, print lists from the database and change data on students from their own club.



### **Travel Agent - TA**

The Travel Agent has access to read and print data from the database and can maintain each Student's travel plan in the tab "**Travel Plan**". – In this way, a Student is always updated on his/her travel plans both when going out and home.

### **Student Family – SF**

Student Families may be attached to an exchange student both as **Host** and **Home** Student Family – **Home** Student Family will always be the Students own native family and **Host** Student Family will always be the host family that a Student stays with abroad or in your home country.

### **Emergency Contact – EC**

Emergency Contact may be attached to an exchange student both as **Host** and **Home** Emergency Contact.