

5.2 ADD A NEW AGENT FROM A PICK LIST

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1. OVERVIEW

- 1.1 Drop-down lists of names (of corporate bodies, persons or families) appear throughout AIS4 in various contexts.
- For example, when adding a contact to a Privacy Breach on the **Data Entry** screen, the *Contact* field gives a list of person names and the *Department* field gives a list of corporate body names.
 - The lists are generated from records in the Agent table of the Authority Control Module.
- 1.2 If the name that is needed does not appear in the list (i.e. no authority record currently exists), the user typically has the option of creating a new agent record by clicking a button next to the list.
- The process works the same in all AIS4 tables and modules and is described here.
 - The example illustrated here is from the FIPPA Module > Privacy Breach table.

2. ADD AN AGENT

- 2.1 Click the ADD icon (+) next to the drop-down list.
- The AIS opens a popover window for data entry.
- 2.2 Complete all the fields in the popover window.
- Note that some fields may be pre-populated according to the context.
 - See [section 3 below for details about each field](#).
- 2.3 Click the ADD button to create the new agent record.

- The AIS will create the new agent, close the popover window, and set the ID of the new record in the drop-down list field.

2.4 To cancel, click the CANCEL button.

- The AIS will close the popover window; no new record is created.

2.5 **In some contexts, you may be required to add further information about the agent on the initial Data Entry screen and an Update button will appear.**

- E.g. when adding a contact to a privacy breach (illustrated below) there are several fields for contact information (*Job title, Email, Telephone*).
- When you enter data in these fields, an UPDATE button will appear: click to update the agent record with the data entered.
- The agent record should always be updated with the most current contact information.

2.6 To view or edit the full agent record (e.g. add name variants) you must navigate to it in the Authority Control Module.

3. FIELDS

3.0.1 This section describes the fields that appear in the popover data entry window.

- The fields on the popover window are actually global fields residing in the Home table.
- A global field is one that has the same value across all records in a table and can be accessed from any record in any table.
- When you click the ADD button as described above (step 2.3), the AIS uses the global values to populate the fields of the new Agent record.

3.1 Name

3.1.1 Give the agent's name.

- **For persons, use LastName, FirstName form (e.g. "Jenkinson, Hillary").**
- For corporate bodies, use the full name rather than an abbreviation (e.g. "Department of English" not "English").
- For families, use the surname + " family" (e.g. "Halpern family").

3.2 Type of agent

3.2.1 Select the type of agent: Corporate body, Person, Family.

3.3 Relation to SFU

3.3.1 Select the agent's relationship to the university.

3.3.2 *Corporate bodies*

- "University" = Official departments of the university; any body that is considered part of SFU for FOI purposes.
- "Campus community" = Campus-based organizations that are not official bodies of SFU, e.g. Student Society, Faculty Association.
- "Non-SFU" = Any other organization.

3.3.3 *Persons*

- "University" = Employees and students of the university.

- "Campus community" = Alumni, retirees, employees of campus community corporate bodies.
- "Non-SFU" = Any other person.

3.3.4 *Families*

- All families should be registered as "Non-SFU".

3.4 Role(s)

3.4.1 Different agents play different roles throughout the AIS, and the same agent can have more than one role.

- Check all that apply.

Definitions and examples

3.4.2 *Records creator*

- Use for an agent that is a creator of archival records.
- Use for all university and campus community corporate bodies (even if they have not yet transferred material to the Archives).
- For non-SFU corporate bodies and all persons and families, select only if they have donated materials to the Archives.

3.4.2 *Donor*

- Use for a person that had legal ownership of non-university records that were donated to the Archives.
- Do not use for corporate bodies or families (records creators).
- Differs from a contact: a donor is the legal owner; a contact acts on behalf of the legal owner.
- E.g. a faculty member (records creator) is deceased and the heir (donor) donates the records.
- E.g. an organization (records creator) is defunct and a former member (donor) had custody and donates the records.

3.4.3 *Contact*

- Use for persons who act on behalf of another agent.
- Applies to all university staff employees in their interactions with the Records Management and FIPPA programs.
- E.g. an SFU employee (contact) of an SFU department (records creator) who requests a file retrieval or reports a privacy breach case.
- E.g. an officer (contact) of an active organization (records creator) who is authorized to sign off on a Donation Agreement for the organization.

3.4.4 *Researcher*

- Use for a person who has makes an archival inquiry, i.e. requests access to archival holdings or requests information supplied by an archivist based on archival holdings.
- E.g. a student accessing holdings.
- E.g. an SFU employee accessing holdings for university business.
- Note that an SFU employee may be both contact (for Records Management retrievals) and a researcher (for Archival inquiries).

3.4.5 *General organization*

- Use for non-SFU corporate bodies that have not donated records to the Archives.
- E.g. the affiliated organization of a researcher.

Application

3.4.6 Note that an agent may have more than one role; check as many apply.

3.4.7 *Corporate bodies*

- All university and campus community bodies > "Records creator".
- All non-university bodies that have donated records to Archives > "Records creator".
- All non-university bodies that have not donated records to Archives > "General organization".

3.4.8 *Persons*

- All non-faculty employees of university and campus community bodies > "Contact".
- Fonds creators / collection collectors of materials donated to Archives > "Records creator".
- Legal owners of materials donated to Archives > "Donor".
- Employees, officers, heirs or representatives of records creators involved in the donation of their materials to Archives > "Contact".
- Individuals who make archival inquiries > "Researcher".

3.4.9 *Families*

- Families are only ever registered if they are the creators of materials donated to Archives > "Records creator".

3.5 Status

3.5.1 Indicate whether the agent is or is not currently active.

3.5.2 *Corporate bodies*

- Either active, defunct or not known.

3.5.3 *Persons*

- If the person is a contact, either active (still a contact for the affiliated organization), retired, deceased or not known.
- If the person is not a contact, either active (alive), deceased or not known.

3.5.6 *Families*

- Either active (at least one family member is still alive) or defunct.

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Document Control

Version history			
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