

NAVE · HOW IT WORKS

Access

Who can open what in your parish's back office — and who decides.

For pastors, parish office staff and anyone who grants access

The idea in one page

Access is set per person, one feature at a time. There are no roles to decode: what you tick is exactly what that person gets.

Every person, every feature, one level

Open **People & Team** → **Access**. Choose someone on the left, and the right-hand panel lists everything the back office contains — Schedule & calendar, Content, Sacraments, People & households, Finance, and so on. Each row offers:

- **No view** — the section never appears for them.
- **Read** — they can open it and look, but change nothing.
- **Write** — they can add, edit and delete.

Two rows go further, because two actions leave the building: **Send** on Emergency alerts (staff may draft one; sending it to the whole parish is a separate decision) and **Publish** on Groups (renaming a committee is not the same as putting twenty-four parishioners' names on the public website).

Each row tells you what it covers

Under every feature is the list of pages it opens, in the same words as the menu — "Sacraments · 7 pages · Baptism · First Communion · Confirmation...". You are never asked to guess what a permission means.

And at the bottom of the panel, "**What they will see when they sign in**" updates as you tick, so you can check your work before saving.

Read does not mean the same thing everywhere

When you choose Read, the panel says what Read means for that feature — because it varies, and the differences matter:

- **Safe Environment · Read** shows who is cleared and when it expires. It does *not* show the background-check documents.
- **Sacraments · Read** shows cases, cohorts and candidates. It does *not* show uploaded birth or baptismal certificates.
- **People & households · Read** shows the census — and every read is recorded in the Activity Log.

Some features do not offer Read yet. That is deliberate: Nave only offers a level it can actually enforce, so you are never shown a setting that would quietly not work.

The parts that save time

Start from a job

Above the list, pick the job that is closest — Pastor, Parish office, Finance, Content editor — and the whole panel fills in with what that job usually needs. Then change any row. The job is a **starting point, not a setting**: nothing remembers which one you used, and nobody's access changes later because the job did.

Two more shortcuts sit beside them. **Read-only** gives Read on every feature that supports it, for a council member or an auditor who should see but not touch. **No access** clears everything in one press.

Someone who runs just one thing

Sacraments, Ministries and Groups can be narrowed to the ones a person actually governs. Your Baptism coordinator is not your Confirmation coordinator, and now you can say so: set Sacraments to *No view*, then set *Baptism* to *Write*. The panel marks it as an exception so the shape of someone's access reads at a glance.

Changing the top-level choice clears the exceptions under it — a new decision replaces the old one rather than leaving pieces of it behind.

Full access, and why a parish always has one

Super admin is the tick at the top: every feature at its highest level, including the power to change anyone else's access. Nave will not let you remove the last one — a parish that cannot change its own access is locked out of everything else it might want to fix.

Questions the office asks

Someone joined and can't see anything

An invitation carries a job, and that job is applied once, when they first sign in. If they were invited as a plain member they will have nothing until you grant it. Open their row in Access and set what they need.

I changed their access and the menu looks the same

It updates on their next page load. What you see in "What they will see when they sign in" is what they get — the menu and the data behind it come from the same place.

Who changed this, and when?

Every access change is recorded in the **Activity Log** under Governance, with who made it and what it was before. Access changes are the ones worth being able to answer for later.

What happened to roles?

They are still there as a name — "Parish office", "Finance" — used on invitations and where a person is introduced. They no longer decide anything. If you want to know what someone can do, look at their Access panel; it is the only answer.