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Are There Adequate User Permissions to Control Access to Confidential Infomation?

The administrator can control who uses Donarius and what permissions each has by adding each user, assigning them a password and indicating what information they are allowed to view and/or edit.

To setup the users the administrator must first choose a password for themselves. Only administrators can add users and setup their permissions/privileges. To ensure that only authorized users can access the data, each user should memorize their password or record it in a password manager. Each user's password must be different. If a user forgets password or their password manager loses it, the administrator must select a new one.

For each user the administrator enters this information:

- users name
- users title
- password
- whether they have full or restricted access

For a restricted access user, the permissions below can be chosen.

Access to Donor Information:
Each donor can be given permission to:

- view but not edit donor information
- view & edit donor information
- enter new donors
- delete donors
- merge duplicate donors

Select a combination of these choices. When a user is allowed to view donor info, they will also be able to view and print these:
a) a donor list
b) a church/donor directory
c) labels/envelopes for mailings
d) letters and emails that do not have any donation amounts.
If they can only add new donors, they cannot do any of the above.

Teller/Counter Permissions:
Some churches have volunteers called tellers or counters to record the money received as cash or checks. Sometimes each donor has a numbered envelope which they use to give their donation. The tellers/counters open the envelope and verify the donation inside it. They can then record the amount in Donarius by entering the envelope #. Some churches do not want tellers/counters to know who made the donation. In that case the envelope has a number but not the donor's name. To prevent the tellers/counters from knowing whose donation they are recording, remove the checkmark where it says **May know who**

an env# belongs to. The software will not display the donor's name when entering the donation.

Enter/edit Donations:
Each user can be allowed to enter/edit:

a) donations a certain number of days in the past up to the present
b) all the donation info or only the note, motivation code or *when* field connected to the donation

You also have the option of preventing the user from entering or editing any donations.

Reports:
For each user select whether they should be allowed to view a list of donor and their donations. Also choose how far back in time the user is allowed to run a report or have no access to reports at all.

Other Permissions:
Users can also be allowed or prevented from:
adding/editing *donor types* and *characteristics*
adding/editing *categories*
adding/editing *sub-categories*
entering/editing donations with certain *payment methods*
entering/editing donations for certain *categories*

All the above actions are done by going to the **Setup** menu and choosing **Users…**

Glossary

donor type	each donor is assigned a type such as member, visitor, business, church, etc.
donor characteristic	a characteristic is something about a donor that can be true or false e.g. is part of the choir or a committee, has a certain position such as elder, usher or Sunday school teacher
category	each donation is given for a certain purpose such as the General Fund, Building Fund, Missions, etc.
sub-category	each *category* can also have *sub-categories* e.g. a Missions *category* might have the *sub-categories* **Missions: Youth**, **Missions: Africa**, **Missions: Asia**
payment method	each donation is given using a method such as cash, check, credit card, online payment, etc.
when	each donation is given at a certain service time (AM/PM) or location

Sources:

https://www.donarius.com/Help/hs225.htm (Accessed Sept 10, 2026)