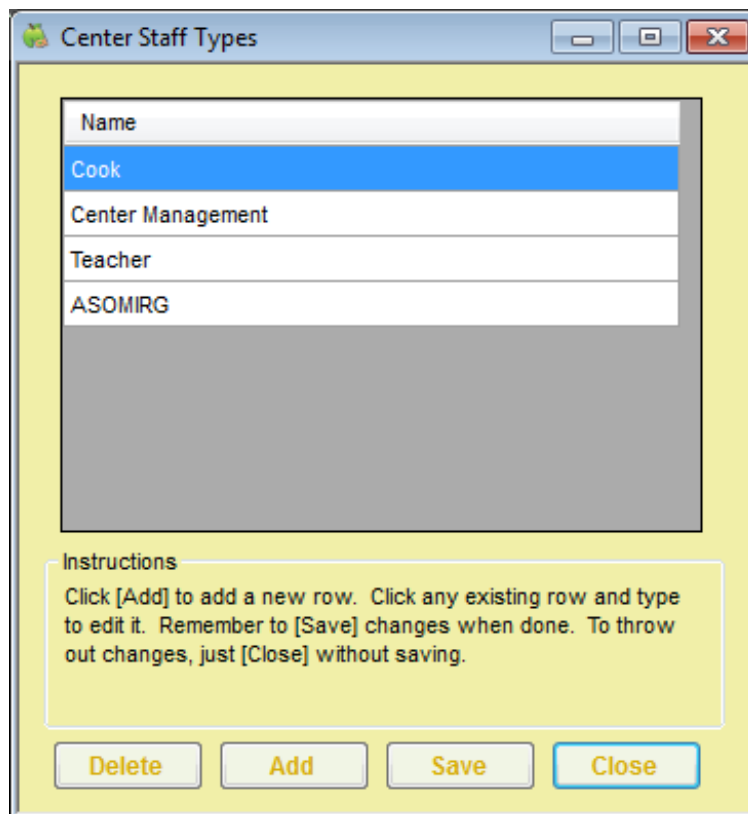


# Create Center Staff Types

Last Modified on 05/17/2019 2:20 pm CDT

You can create center staff types with specific center permissions. For example, you can set up center management, teachers, cooks, and so on. Then, when you create a new center staff account, you can simply select the staff type and assign that type's permissions to the user.

1. Click the **Tools** menu and select **Center Staff Types**. The Center Staff Types window opens.



2. Click **Add**. A blank line displays.
3. Click the blank line and enter the name of the staff type. For example, if you are creating a receptionist role, you would enter Receptionist.
4. Click **Save**.
5. Click **OK** at the confirmation prompt. Continue to add as many center staff types as needed.

When finished, set permissions for the new center staff type(s):

1. Click the **Tools** menu and select **Center Staff Type Permissions**. The Center Staff Type Permissions dialog box opens.

**Center Staff Type Permissions**

Use this function to setup default permission sets for different staff types.

Staff Type: Center Management

Category	Permission
<input checked="" type="checkbox"/> Attendance	Estimate Attendance
<input type="checkbox"/> Attendance	Record Center Attendance
<input type="checkbox"/> Children	Assign Classrooms
<input type="checkbox"/> Children	Change Child Number
<input type="checkbox"/> Children	Delete Children
<input type="checkbox"/> Children	Enroll Children
<input type="checkbox"/> Children	Manage Formula Types
<input type="checkbox"/> Children	Modify Child Info
<input type="checkbox"/> Children	Reactivate Children
<input type="checkbox"/> Children	Show School Name
<input type="checkbox"/> Children	Withdraw Children
<input type="checkbox"/> Claims	Change Claim Month
<input type="checkbox"/> Claims	Submit Center Claim
<input type="checkbox"/> Claims	View Claims
<input type="checkbox"/> Kidkare	Online Enrollment
<input type="checkbox"/> Menus	Record Center Menus

**Set All Access Levels**

2. Click the **Staff Type** drop-down menu and select the center staff type for which to set permissions.
  3. Check the **box** next to each permission to assign to this staff type. To assign all permissions, click **All**.
  4. When finished, click **Save**.
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