Create Center Staff Types

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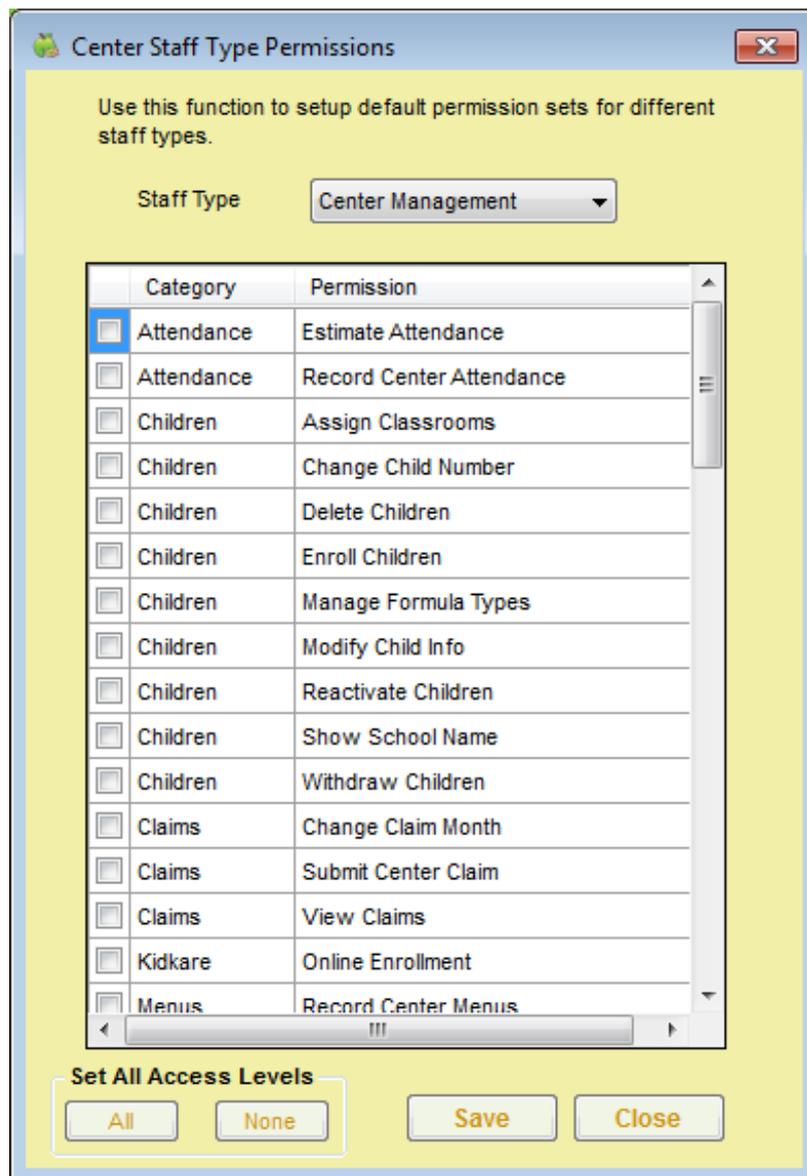
1. Click the **Tools** menu and select **Center Staff Types**. The Center Staff Types window opens.
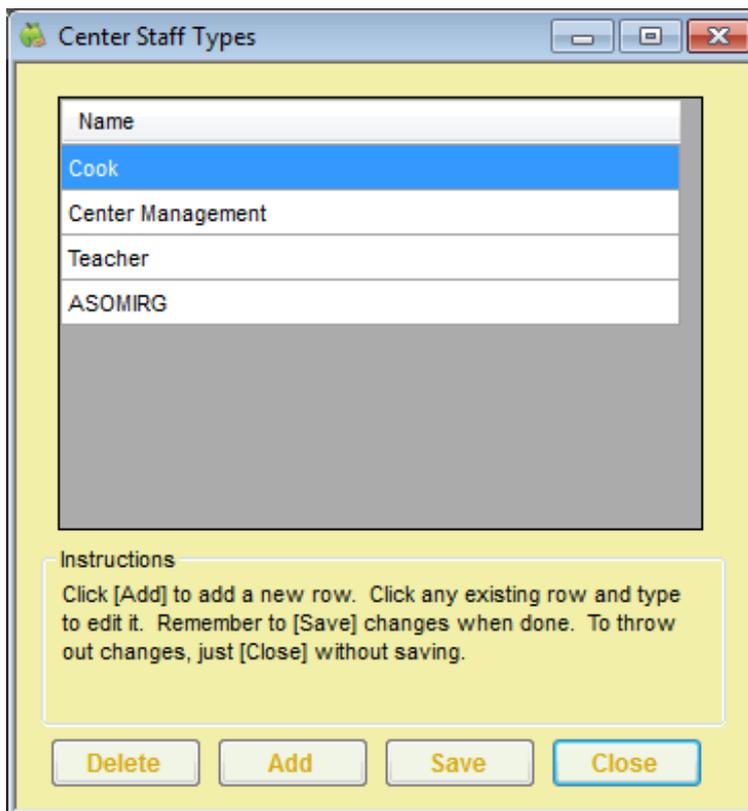
2. Click **Add**. A blank line displays.
3. Click the blank line and enter the name of the staff type. For example, if you are creating a receptionist role, you would enter Receptionist.
4. Click **Save**.
5. Click **OK** at the confirmation prompt. Continue to add as many center staff types as needed.

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.

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**.