

Set Staff Permissions

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Staff permissions allow you to determine who can access what portions of Minute Menu CX. For example, you can restrict certain users from accessing and editing your food list. You can either set default permissions when creating specific staff types, or you can customize individual user permissions from the Manage Sponsor Center window. This article covers setting permissions in the Manage Sponsor Center window. See [Create Staff Types](#) for more information about creating staff types with default permissions.

1. Click the **Tools** menu and select **Manage Sponsor Staff**. The Manage Sponsor User window opens.

Category	Permission
<input type="checkbox"/> Attendance	Estimate Attendance
<input type="checkbox"/> Attendance	Record Center Attendance
<input type="checkbox"/> Centers	Delete Center
<input type="checkbox"/> Centers	Enroll Center
<input type="checkbox"/> Centers	Modify Center
<input type="checkbox"/> Centers	Withdraw Center
<input type="checkbox"/> Children	Activate Children
<input type="checkbox"/> Children	Assign Classrooms
<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 Histories
<input type="checkbox"/> Children	Modify Child Info
<input type="checkbox"/> Children	Modify FRP Level
<input type="checkbox"/> Children	Modify IEF Application
<input type="checkbox"/> Children	Modify Title XX

2. Click the **Staff Member** drop-down menu and select the staff member for whom to add permissions.

Note: The **Check to Toggle User Login** box must be checked before you can edit individual permissions.

3. Check the box next to each permission to give this user. Click the Category or Permission headers to sort the permissions.

Permissions are divided into the following categories:

- Attendance
- Centers
- Children
- Claims
- KidKare
- Log Messages
- Menus
- Messages
- Milk Audit
- Payments
- Policies

- Rates
- Receipts
- Reports
- Reviews
- Scan
- State Claim
- Upgrade
- Users

4. When finished, click **Save**.

Note: Users will inherit the permissions associated with the Sponsor Staff Type to which they are assigned. You can further customize their permissions by checking or clearing the boxes in the permissions list.