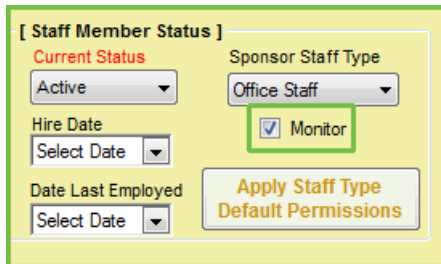


# Add Administrative Users for Reviews

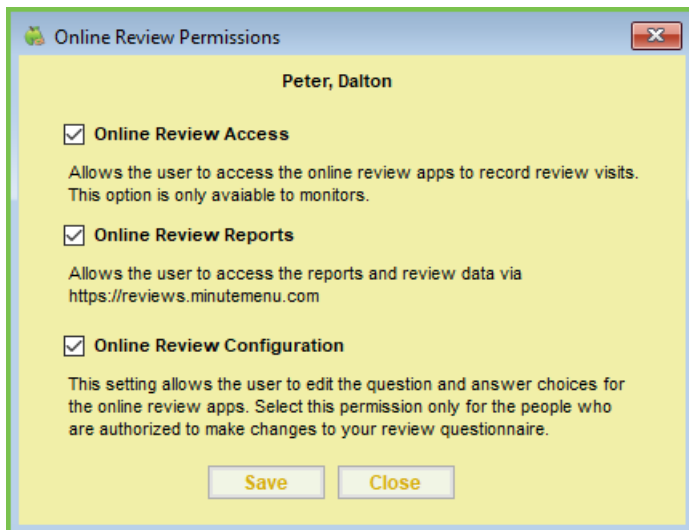
Last Modified on 04/14/2022 10:20 am CDT

Users must be granted permissions to view and edit reviews before they can access and configure the review questionnaire at <https://reviews.minutemenu.com>. You can also specify permissions that only allow users to access review data and reports and/or complete the review questionnaire in KidKare.

1. Click the **Tools** menu and select **Manage Sponsor Staff**.
2. Click the **Staff Member** drop-down menu and select the staff member to which to assign the Monitor role.  
You can also click **Add New** to add a new staff account. For more information about adding staff accounts, see [Create Staff Accounts](#).
3. Check the **Monitor** box in the **Staff Member Status** section.



4. Click **Save**.
5. Click **Online Review**. The Online Review Permissions dialog box opens.



6. Check the following boxes according to the level of access you need to grant:
  - **Online Review Access:** This allows the Monitor to access the review tool in KidKare.
  - **Online Review Reports:** This allows the Monitor to access reports and review data at <https://reviews.minutemenu.com>.
  - **Online Review Configuration:** This allows the Monitor to edit the questionnaire for online reviews. Only give this permission to the people who are authorized to make changes to your review questionnaire.
7. Click **Save**. The Monitor you updated can now interact with online reviews in the way you specified in **Step 6**.