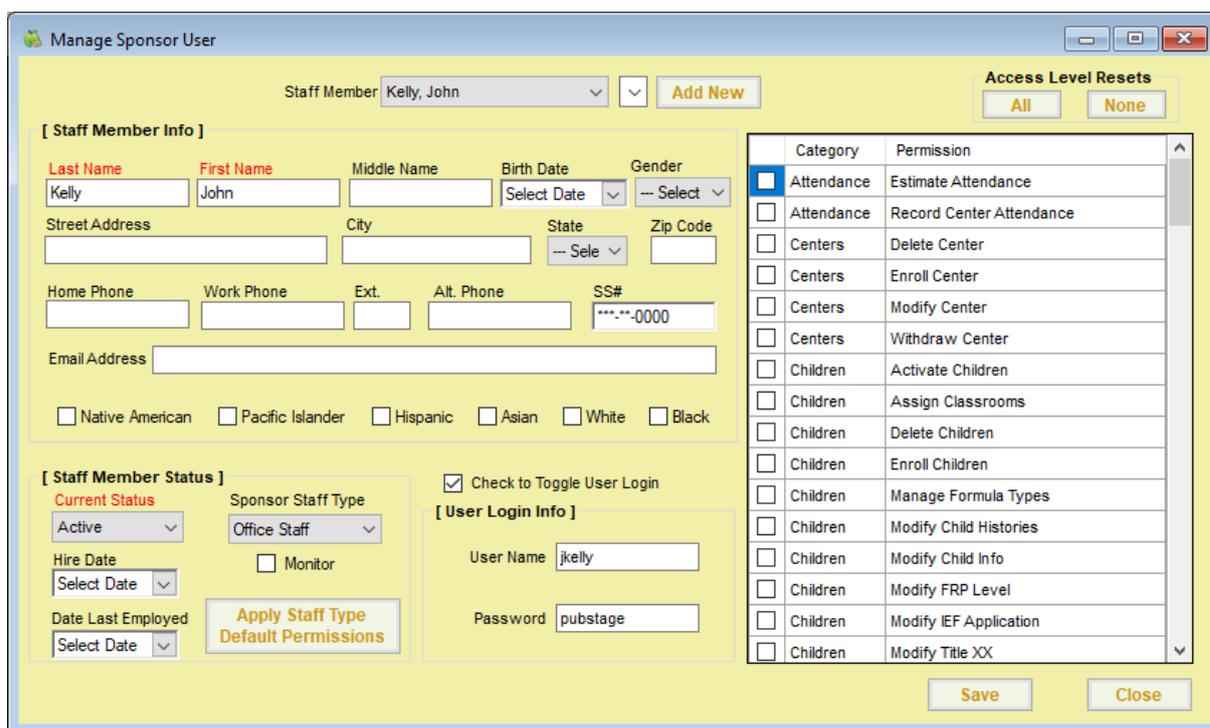


Set Staff Permissions

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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.



The screenshot shows the 'Manage Sponsor User' window. At the top, there is a 'Staff Member' dropdown menu with 'Kelly, John' selected and an 'Add New' button. To the right, there are 'Access Level Resets' buttons for 'All' and 'None'. The main area is divided into several sections:

- [Staff Member Info]**: Fields for Last Name (Kelly), First Name (John), Middle Name, Birth Date (Select Date), Gender (--- Select), Street Address, City, State (--- Sele), Zip Code, Home Phone, Work Phone, Ext., Alt. Phone, SS# (***--0000), and Email Address. There are also checkboxes for Native American, Pacific Islander, Hispanic, Asian, White, and Black.
- [Staff Member Status]**: Current Status (Active), Sponsor Staff Type (Office Staff), Hire Date (Select Date), Date Last Employed (Select Date), and a checkbox for Monitor. An 'Apply Staff Type Default Permissions' button is present.
- [User Login Info]**: Check to Toggle User Login (checked), User Name (jkelly), and Password (pubstage).
- Permissions Table**: A table with columns for Category and Permission. The 'Attendance' category is selected. The table lists various permissions such as 'Estimate Attendance', 'Record Center Attendance', 'Delete Center', 'Enroll Center', 'Modify Center', 'Withdraw Center', 'Activate Children', 'Assign Classrooms', 'Delete Children', 'Enroll Children', 'Manage Formula Types', 'Modify Child Histories', 'Modify Child Info', 'Modify FRP Level', 'Modify IEF Application', and 'Modify Title XX'.

At the bottom right, there are 'Save' and 'Close' buttons.

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:

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