

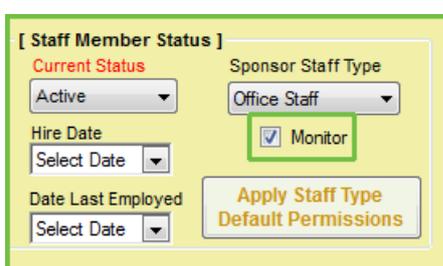
Assign Monitors to Centers

Last Modified on 04/11/2022 11:57 am CDT

You must set up staff members who conduct site visits should be set up as monitors in Minute Menu CX. Once you set up monitors, you can assign them to specific centers in the Oversight tab in the Manage Center Information window.

Designate Monitors

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.



The screenshot shows the 'Staff Member Status' form. It includes fields for 'Current Status' (Active), 'Hire Date' (Select Date), and 'Date Last Employed' (Select Date). The 'Sponsor Staff Type' is set to 'Office Staff', and the 'Monitor' checkbox is checked. A button labeled 'Apply Staff Type Default Permissions' is also visible.

4. Click **Save**.

Assign Monitors to Centers

Now, assign monitors to specific centers.

1. Click the **Select Center** drop-down menu and select the center.
2. Click **Centers** from the toolbar. The **Manage Center Information** dialog box opens.
3. Click the **Oversight** tab.
4. In the **Site Monitoring Info** section, click the **Monitor** drop-down menu and select the monitor to assign to this center.



The screenshot shows the 'Site Monitoring Info' form. The 'Monitor' dropdown menu is set to 'Orwell, George'. The 'Next Visit Due' field is empty, and the 'Start Month' dropdown menu is set to 'Oct'.

5. Click **Save**.

Notes: The **Next Visit Due** box below the Monitor box is updated automatically each time you enter a monitor visit. Minute Menu CX sets this date four months from the review date by default. The **Start Month** box displays the start month of the monitor review year, which defaults to October.