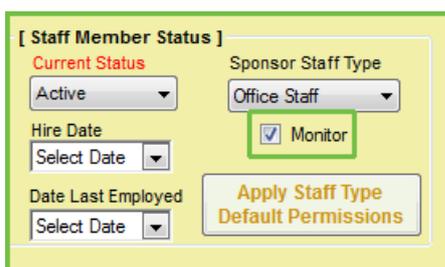


# Add Administrative Users for Reviews

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.



[ Staff Member Status ]

Current Status: Active

Sponsor Staff Type: Office Staff

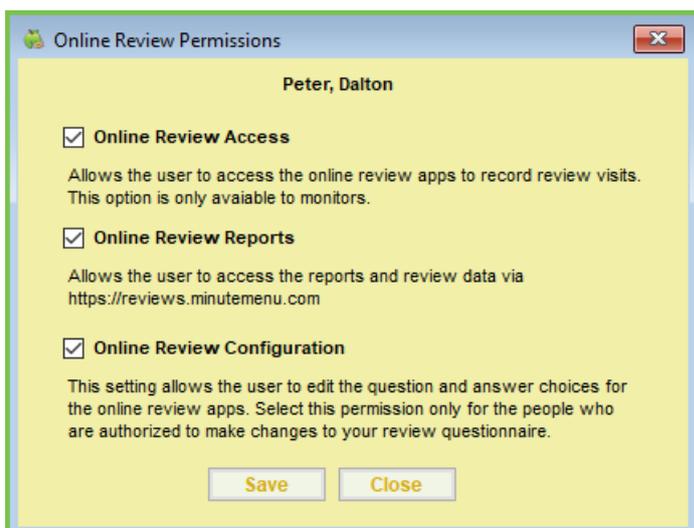
Hire Date: Select Date

Date Last Employed: Select Date

Monitor

Apply Staff Type Default Permissions

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



Online Review Permissions

Peter, Dalton

**Online Review Access**  
Allows the user to access the online review apps to record review visits. This option is only available to monitors.

**Online Review Reports**  
Allows the user to access the reports and review data via <https://reviews.minutemenu.com>

**Online Review Configuration**  
This setting allows the user to edit the question and answer choices for the online review apps. Select this permission only for the people who are authorized to make changes to your review questionnaire.

Save Close

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**.