


Staff Permissions

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Before your staff (besides the administrator) can access the food tool, you must provide permissions for them to do so.

1. Click the **Administration** menu and select **Users/Monitors**. The User/Monitor Information window opens.
2. Click the **Select User/Monitor** drop-down menu and select the user to update.
3. Click **Permissions**. The Permissions dialog box opens.
4. Scroll to the **Menu Planning** category.
5. Click the **Access Level** drop-down menu next to **Manage Foods**, and select **Full Access**.

 **Permissions** ✕

Once you have set up permissions you will need to save and exit the system and then reopen the system before your security changes will take effect.

User: Jenkins, Llewellyn

Category	Function Name	Access Level
Claims	Claim Management Reports	Full Access
Menu Planning	Manage Menu Plans	Full Access
Menu Planning	Manage Foods	Full Access
Providers	Manage Providers	Full Access
Providers	Manage Provider Tier	Full Access
Providers	Manage Provider Private Info	Full Access
Providers	Manage Historic Data	Full Access
Providers	Manage Provider Messages	Full Access
Providers	Manage Serious Deficiency	Full Access
Reviews	Manage Reviews	Full Access
Reviews	Manage Monitors	Full Access
Reviews	Authorize hx2go Access	Full Access
Payments	Manage Payments	Full Access
Payments	Manage Bank Account Info	Full Access
Payments	Manage ACH Settings	Full Access

Set All Permissions

☒ None
☐ View
☐ Full

Set **Save** **Close**

6. Click **Save**.
