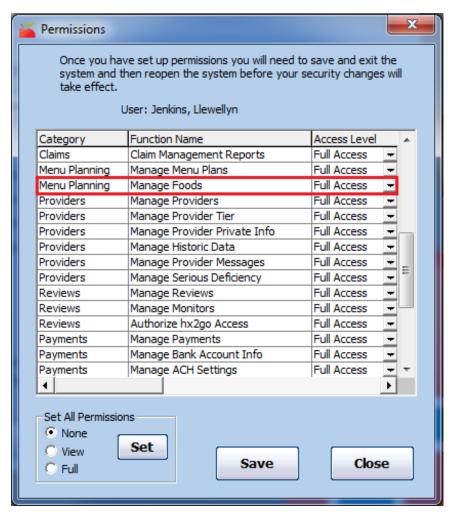
Staff Permissions

Last Modified on 03/13/2019 2:59 pm CDT

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

- Click the **Administration** menu and select **Users/Monitors**. The User/Monitor Information window opens.
- 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.
- Click the Access Level drop-down menu next to Manage Foods, and select Full Access.



6. Click Save.