

[VIDEO] Set Center Administrator Permissions

You can control what areas of KidKare a center's administrator can access.

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Note: These permissions only take effect if **Policy A.12** is set to **Y**.

1. From the menu to the left, click **Tools**.
2. Select **Center Administrator Permissions**. The Center Administrator Permissions page opens.
3. Use the sliders to toggle permissions on and off. Your changes are saved automatically.

When center admin's log into Minute Menu, they will have access only to those areas you specify here.
Note: For these settings to take effect, Policy A.12 must be "Y". Otherwise, centers will have access to all these areas regardless what is checked here.

Center Administrator Permissions					
Attendance		Receipts		Claims	
Estimate Attendance	<input checked="" type="checkbox"/>	Modify Vendors/Receipts	<input checked="" type="checkbox"/>	Change Claim Month	<input checked="" type="checkbox"/>
Record Center Attendance	<input checked="" type="checkbox"/>	View Vendors/Receipts	<input checked="" type="checkbox"/>	Submit Center Claim	<input checked="" type="checkbox"/>
				View Claims	<input checked="" type="checkbox"/>
Kidkare		Menus		Milk Audit	
Online Enrollment	<input checked="" type="checkbox"/>	Record Center Menus	<input checked="" type="checkbox"/>	Apply Milk Audit	<input checked="" type="checkbox"/>
				View Milk Audit	<input checked="" type="checkbox"/>
Upgrade		Users		Scan	
Upgrade Software	<input checked="" type="checkbox"/>	View/Modify Center Staff	<input checked="" type="checkbox"/>	Scan Forms	<input checked="" type="checkbox"/>
Children		Reports		Reports	
Assign Classrooms	<input checked="" type="checkbox"/>	Attendance: Actual vs Estimate Meal Count Summary	<input checked="" type="checkbox"/>	Children: Child Roster	<input checked="" type="checkbox"/>
Change Child Number	<input checked="" type="checkbox"/>	Attendance: Blank Attendance + Meal Count Worksheet	<input checked="" type="checkbox"/>	Children: Children Claimed Without Absence	<input checked="" type="checkbox"/>
Delete Children	<input checked="" type="checkbox"/>	Attendance: Daily Attendance + Meal Count Report	<input checked="" type="checkbox"/>	Children: Children Not Claimed	<input checked="" type="checkbox"/>