## **Add Administrative Users for Reviews**

Users must be granted permissions to view and edit reviews before they can access cst and configure the review questionnaire at https://reviewadmin.minutemenu.com/Account/LogOn.

# **Monitor Setup**

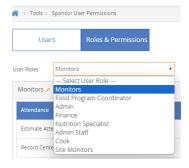
When adding Monitors to KidKare, you want to follow these seps.

### **Create Monitor as a Role & Permission**

- 1. From the menu to the left, click Tools.
- 2. Click Sponsor User Permissions.
- 3. Select Roles & Permissions.
- 4. Click Add Role in the top right corner.
- 5. Add the Role Name and click Save.

Monitors	Save	Cancel
	Select All	Unselect All

6. Once saved, click on the User Roles drop down and select the role you just created.



- 7. Toggle any permissions you want your monitors to have access to.
- 8. Now you can create new users for your monitors. Make sure to select your monitor role when adding a

#### new user.

Add User	×
	dded you will be able to customize their permissions and ser information.
First Name	
Last Name	
Email	
Role	Please Select 🔹
	Please Select
	Monitors
	Food Program Coordinator
	Admin
	Finance
	Nutrition Specialist
	Admin Staff
	Cook
	Site Monitors

# **Monitor Online Review Access**

You can also specify permissions that only allow users to access review data and reports and/or complete the review questionnaire online in KidKare.

- 1. From the menu to the left, click **Tools**.
- 2. Click Sponsor User Permissions.
- 3. Click 🖉 next to the user to update. The User Details page opens.
- 4. In the System Access section, check the Monitor box.

A > Tools > User Details						
User Details				Cancel Save		
User Information		^	System Access	^		
First Name	Joan		User Role Monitors	Monitor		
Middle Name			3 Reset Permissions	Online Review		
Last Name	Smith		Username 45845c4xyk			
Email	Email		Password Click to Reset			
Phone	() Home • +					
Address		^	Demographics	~		

- 5. If you are doing reviews online in KidKare, click on the blue **Online Review** box under the monitor check box.
- 6. The Online Review Permission screen opens.
- 7. Select what you want this user to have access to by moving the toggle to Yes.
  - 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.

Online Review Permissions	×
Smith,	Joan
Online Review Access	Yes
Allows the user to access the online review apps to to monitors.	record review visits. This option is only avaiable
Online Review Reports	Yes
Allows the user to access the reports and review da	ata via https://reviewadmin.minutemenu.com
Online Review Configuration	(III) No
This setting allows the user to edit the question an Select this permission only for the people who are questionnaire.	
	Cancel Save

### 8. Click Save.