

Tool Rights (Food Service)

Last Modified on 12/14/2025 8:45 pm CST

Tool Rights determine the level of access users have to tools throughout Campus.

Only users assigned the Point of Sale Product Security Role may assign Point of Sale tool rights to other Campus application users.

The Point of Sale search does not follow calendar rights since accounts are not tied to calendars.

For more information about Product Security Role assignments, see the [Multi-Product or Premium Product Environment \(Security Administration\)](#) article.

This article refers to tool rights in abbreviated form (i.e., R, W, A, D or any combination of the four).

Right	Description
R (Read)	The R right indicates the information on the corresponding tool may be viewed by the user. When applicable, the user is also allowed to print information. The user will NOT have access to the Save, Add or Delete icons in the action bar.
W (Write)	The W right indicates the user may view and modify the information on the corresponding tool. The Save icon in the action bar will be functional. This right allows the user to modify only existing data in the area since adding new data is controlled by the A right. This right includes the ability to change or remove data from a specific field.
A (Add)	The A right indicates the user may view, modify and add to the information on the corresponding tool. The New and Add icons in the action bar will be functional. This right allows the user to add new data/records.
D (Delete)	ASSIGN THIS RIGHT WITH CAUTION. The D right indicates the information on the corresponding tool may be deleted. The Delete icon in the action bar will be functional. This right provides the ability to completely remove an existing record, including all data contained within the record. The ability to change/remove data from a field is controlled through the W right.

This article includes [suggested tool rights](#) for different types of Point of Sale users.

User Tool Rights Editor

Campus.Admin

▼ Food Service	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
▶ Information	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
▶ POS Messenger	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
▶ Reports	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
▶ Administration	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
▶ Setup	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
▶ Wizards	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
▶ FRAM	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
▶ Grading & Standards	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
▶ Health Office	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
▶ Insights	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
▶ My Account	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
▶ Reporting	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
▶ Scheduling & Courses	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
▶ School & District Settings	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
▶ School Store	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
▶ Staff Evaluations	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete

Buttons: Update Cancel

POS Tool Rights

Sub-rights are *italicized*.

Tab	R	W	A	D
<u>Information</u>	View Only	View and Modify	View, Modify, and Add	View, Modify, Add, and Delete
<u>Account Details</u>	View Only	View and Modify	View, Modify, and Add	View, Modify, Add, and Delete
<u>Account Journal</u>	View Only	View and Modify	View, Modify, and Add	View, Modify, Add, and Delete
<u>Tally Meal Entry</u>	View Only	View and Modify	View, Modify, and Add	View, Modify, Add, and Delete

Tab	R	W	A	D
<u>POS Messenger</u>	View Only	View and Modify	View, Modify, and Add	View, Modify, Add, and Delete
<u>POS Account Messenger</u>	View Only	View and Modify	View, Modify, and Add	View, Modify, Add, and Delete
<u>User Group Formats</u>	View Only	View and Modify	View, Modify, and Add	View, Modify, Add, and Delete
<u>POS Account Messenger Scheduler</u>	View Only	View and Modify	View, Modify, and Add	View, Modify, Add, and Delete
<u>Reports</u>	Only R rights apply. This right allows full access to the report.	N/A	N/A	N/A
<u>Adjustment Report</u>	Only R rights apply. This right allows full access to the report.	N/A	N/A	N/A
<u>Audit Report</u>	Only R rights apply. This right allows full access to the report.	N/A	N/A	N/A
<u>Backdated Adjustments Report</u>	Only R rights apply. This right allows full access to the report.	N/A	N/A	N/A
<u>Balance Letter Report</u>	Allows user to generate the Balance Letter. Users need Read/Write/Add tool rights to all Ad Hoc Reporting in order to Create, Edit and Delete letters.	Allows user to edit a Balance Letter template.	Allows user to create new Balance Letter templates.	Allows user to delete Balance Letter templates.
<u>Cashier Report</u>	Only R rights apply. This right allows full access to the report.	N/A	N/A	N/A

Tab	R	W	A	D
Deposit Report	Only R rights apply. This right allows full access to the report.	N/A	N/A	N/A
Deposit Slip Log	View Only	Allows users to edit the Deposit Slip number and Deposit Amount in the Deposit Slip Detail area.	N/A	Allows users to delete snapshots.
Edit Check Report	Only R rights apply. This right allows full access to the report.	N/A	N/A	N/A
End of Day Report	Only R rights apply. This right allows full access to the report.	N/A	N/A	N/A
Funds Transfer Report	Only R rights apply. This right allows full access to the report.	N/A	N/A	N/A
Item Summary Report	Only R rights apply. This right allows full access to the report.	N/A	N/A	N/A
Journal Batch Report	Only R rights apply. This right allows full access to the report.	N/A	N/A	N/A
Patron Balance Report	Allows user to generate the Low Balance Report and Low Balance Letter.	Allows user to edit Low Balance letters.	Allows user to create new Low Balance letters.	Allows user to delete Low Balance letters.
PIN Report	Only R rights apply. This right allows full access to the report.	N/A	N/A	N/A
Transaction Detail Report	Only R rights apply. This right allows full access to the report.	N/A	N/A	N/A

Tab	R	W	A	D
<u>Transaction Summary Report</u>	Only R rights apply. This right allows full access to the report.	N/A	N/A	N/A
<u>Voids Report</u>	Only R rights apply. This right allows full access to the report.	N/A	N/A	N/A
<u>Administration</u>	View Only	View and Modify	View, Modify, and Add	View, Modify, Add, and Delete
<u>Account/PIN Import</u>	View Only	View and Modify	View, Modify, and Add	View, Modify, Add, and Delete
<u>Application Manager</u>	View Only	View and Modify	View, Modify, and Add	View, Modify, Add, and Delete
<u>Item Categories</u>	View Only	View and Modify	View, Modify, and Add	View, Modify, Add, and Delete
<u>Payment Location</u>	View Only	View and Modify	View, Modify, and Add	View, Modify, Add, and Delete
<u>Purchasable Items</u>	View Only	View and Modify	View, Modify, and Add	View, Modify, Add, and Delete
<u>Quick Serve</u>	N/A	Only RW rights apply. This right allows users to create transactions for groups of patrons.	N/A	N/A

Tab	R	W	A	D
<u>Service Layout Copy Wizard</u>	Only R rights apply. This right allows a user to copy existing services and service layouts (menus) between schools/applications.	N/A	N/A	N/A
<u>Terminal Manager</u>	View Only	View and Modify	View, Modify, and Add	View, Modify, Add, and Delete
<u>Terminals</u>	View Only	View and Modify	View, Modify, and Add	View, Modify, Add, and Delete
<u>Setup</u>	View Only	View and Modify	View, Modify, and Add	View, Modify, Add, and Delete
<u>Class Serve Preferences</u>	View Only	View and Modify	View, Modify, and Add	View, Modify, Add, and Delete
<u>General Preferences</u>	View Only	View and Modify	View, Modify, and Add	N/A
<u>PIN Auto Gen Preferences</u>	View Only.	View and Modify	N/A	N/A
<i>Notify Enrollment PIN Error for Student Numbers</i>	When R rights are assigned, a Process Alert message is sent to the user if Campus cannot set the Student Number as PIN on a new enrollment. This alert is sent at the district level. Users assigned this tool right may see alerts about students that are not enrolled in the users school.	N/A	N/A	N/A
<u>Wizards</u>	View Only	View and Modify	View, Modify, and Add	View, Modify, Add, and Delete

Tab	R	W	A	D
<u>Add Account</u>	Only R rights apply. This right allows a user to create a POS account.	N/A	N/A	N/A
<u>Mass Account Creation</u>	Only R rights apply. This right allows a user to create POS accounts en masse.	N/A	N/A	N/A
<u>Reminder/Restriction Wizard</u>	Only R rights apply. This right allows user to enable/disable patron account restrictions and reminders en masse.	N/A	N/A	N/A
<u>Account Management Wizard</u>	N/A	Only RW rights apply. These rights allow users to inactivate accounts, remove PINs, adjust balances on inactive accounts, and transfer patron account data.	N/A	N/A

Tab	R	W	A	D
<u>Set Student Number as PIN Wizard</u>	N/A	Only RW rights apply. This right allows users to run the wizard in Test and Update Mode. This tool right works with the Allow access to Student Number as PIN Features <u>System Preference</u> . That System Preference must also be selected in order for the user to run the Set Student Number as PIN Wizard.	N/A	N/A
<u>Student Number as PIN Wizard Log</u>	This right allows users to view the Student Number to PIN Error Reports.	N/A	N/A	This right allows users to clear Test Logs.

Suggested Tool Rights

Infinite Campus highly recommends assigning tool rights to users through user groups. Individual users should NOT be assigned individual rights; rather, they should be made members of the user groups to which their job duties relate. See the [Tool Rights \(User Group\)](#) article for more information.

[POS Tool Rights](#) | [Suggested Tool Rights](#)

Food Service Director/Manager (Suggested Tool Rights)

Tab	Path	R	W	A	D
Allow Unfiltered Search	Additional Access Rights > General > Allow Unfiltered Search	X			
Summary	Student Information > General > Summary	X			
General Enrollment Information	Student Information > General > Enrollments > General Enrollment Information	X			
People > Demographics Selecting just People Demographics gives the User the ability to Search for All People on the Search Tab.	Census > People > Demographics	X			
Household	Census > Households	X			
Household Information	Census > Households > Household Information	X			
Household Addresses	Census > Households > Household Addresses	X			
Household Members	Census > Households > Household Members	X			
Food Service Deposit	Census > Household > Household Food Service Deposit	X	X	X	X
Add Person	Census > People > Add Person	X	X	X	
Food Service Deposit	Census > People > Food Service Deposit	X	X	X	X
Eligibility	FRAM > Application Processing > Eligibility	X	X	X	X
Letter Editor	FRAM > Setup > FRAM Communication > Letters and Messages	X	X	X	X
Online Application Editor	FRAM > Setup > FRAM Communication > Online Application Content	X	X	X	X
Eligibility Import Wizard	FRAM > Tools > Eligibility Import Wizard	X	X	X	X

Tab	Path	R	W	A	D
Eligibility End Date Wizard	FRAM > Tools > Eligibility End Wizard	X	X	X	X
FRAM Application Preferences	FRAM > Setup > FRAM Preferences > Application Preferences	X	X	X	
FRAM Verification Preferences	FRAM > Setup > FRAM Preferences > Verification Preferences	X	X	X	
Household Applications	FRAM > Application Processing > Household Applications	X	X	X	X
Online Applications	FRAM > Application Processing > Online Applications	X	X	X	X
Income Eligibility Guidelines	FRAM > Setup > Income Eligibility Guidelines	X			
Verification	FRAM > Application Processing > Verification	X	X	X	X
FRAM Letter Batch Report	FRAM > Reports > FRAM Letter Batch Report	X	X	X	X
Household Applications Report	FRAM > Reports > Household Applications	X			
Lunch Count Report	FRAM > Reports > Lunch Count Report	X			
Eligibility Report	FRAM > Reports > Eligibility Report	X			
Account Details	Food Service > Information > Account Details	X	X	X	X
Account Journal	Food Service > Information > Account Journal	X	X	X	X
POS Account Messenger	Food Service > POS Messenger > POS Account Messenger	X	X	X	X
User Group Formats	Food Service > POS Messenger > POS Account Messenger	X	X	X	X
POS Account Messenger Scheduler	Food Service > POS Messenger > POS Account Messenger Scheduler	X	X	X	X

Tab	Path	R	W	A	D
General	Food Service > Setup > General Preferences	X	X	X	X
PIN Auto Gen Preferences	Food Service > Setup > PIN Auto Gen Preferences	X	X	X	X
Add Account	Food Service > Wizards > Add Account	X	X	X	X
Reminder/ Restriction Wizard	Food Service > Wizards > Reminder/ Restriction Wizard	X	X	X	X
Account Management Wizard	Food Service > Wizards > Account Management Wizard	X	X	X	X
Mass Account Creation	Food Service > Wizards > Mass Account Creation	X	X	X	X
Set Student Number as PIN Wizard	Food Service > Wizards > Set Student Number as PIN	X	X	X	X
Student Number as PIN Log	Food Service > Wizards > Set Student Number as PIN > Student Number as PIN Log	X	X	X	X
Notify Enrollment PIN Error for Student Numbers	Process Alert	X			
Service Layout Copy Wizard	Food Service > Administration > Service Layout Copy Wizard	X	X	X	X
Application Manager	Food Service > Administration > Application Manager	X	X	X	X
Item Categories	Food Service > Administration > Item Categories	X	X	X	X
Payment Location	Food Service > Administration > Payment Location	X	X	X	X
Class Serve Preferences	Food Service > Setup > Class Serve Preferences	X	X	X	X
Purchasable Items	Food Service > Administration > Purchasable Items	X	X	X	X
Terminals	Food Service > Administration > Terminals	X	X	X	X
Cafeteria Serve Preferences	Food Service > Setup > Cafeteria Serve Preferences	X	X	X	X

Tab	Path	R	W	A	D
Adjustment Report	Food Service > Reports > Adjustment Report	X			
Audit Report	Food Service > Reports > Audit Report	X			
Cashier Report	Food Service > Reports > Cashier Report	X			
Deposit Report	Food Service > Reports > Deposit Report	X			
Edit Check Report	Food Service > Reports > Edit Check Report	X			
End of Day Report	Food Service > Reports > End of Day Report	X			
Funds Transfer Report	Food Service > Reports > Funds Transfer Report	X			
Item Summary Report	Food Service > Reports > Item Summary Report	X			
Journal Batch Report	Food Service > Reports > Journal Batch Report	X			
Patron Balance Report	Food Service > Reports > Patron Balance Report	X			
PIN Report	Food Service > Reports > PIN Report	X			
Transaction Detail Report	Food Service > Reports > Transaction Detail Report	X			
Transaction Summary Report	Food Service > Reports > Transaction Summary Report	X			
Voids Report	Food Service > Reports > Voids Report	X			
Balance Letter Wizard	Food Service > Reports > Balance Letter Wizard Report	X			
	User will need Read/Write/Add access rights to all Ad Hoc Reporting in order to Create, Edit and Delete letters.				

Kitchen Manager (Suggested Tool Rights)

Tab	Path	R	W	A	D
Allow Unfiltered Search	Additional Access Rights > General > Allow Unfiltered Search	X			
Summary	Student Information > General > Summary	X			
Household Information	Census > Households > Household Information	X			
Household Addresses	Census > Households > Household Addresses	X			
Household Members	Census > Households > Household Members	X			
Food Service Deposit	Census > Household > Household Food Service Deposit	X	X	X	X
Food Service Deposit	Census > Household > Food Service Deposit	X	X	X	X
Eligibility	FRAM > Application Processing > Eligibility	X			
Household Applications	FRAM > Application Processing > Household Applications	X			
Online Application	FRAM > Application Processing > Online Applications	X			
Lunch Count Report	FRAM > Reports > Lunch Count Report	X			
Account Details	Food Service > Information > Account Details	X			
Account Journal	Food Service > Information > Account Journal	X	X	X	X
Purchasable Items	Food Service > Administration > Purchasable Items	X			
Terminals	Food Service > Administration > Terminals	X			
Quick Serve	Food Service > Administration > Quick Serve	X	X		
Adjustment Report	Food Service > Reports > Adjustment Report	X			
Audit Report	Food Service > Reports > Audit Report	X			
Cashier Report	Food Service > Reports > Cashier Report	X			
Deposit Report	Food Service > Reports > Deposit Report	X			
Edit Check Report	Food Service > Reports > Edit Check Report	X			
End of Day Report	Food Service > Reports > End of Day Report	X			
Funds Transfer Report	Food Service > Reports > Funds Transfer Report	X			
Item Summary Report	Food Service > Reports > Item Summary Report	X			
Journal Batch Report	Food Service > Reports > Journal Batch Report	X			

Tab	Path	R	W	A	D
Patron Balance Report	Food Service > Reports > Patron Balance Report	X			
PIN Report	Food Service > Reports > PIN Report	X			
Transaction Detail Report	Food Service > Reports > Transaction Detail Report	X			
Transaction Summary Report	Food Service > Reports > Transaction Summary Report	X			
Voids Report	Food Service > Reports > Voids Report	X			
Balance Letter Report	Food Service > Reports > Balance Letter Report	X			

Cashier (Suggested Tool Rights)

Tab	Path	R	W	A	D
Allow Unfiltered Search	Additional Access Rights > General > Allow Unfiltered Search	X			
Summary	Student Information > General > Summary	X			
Household Information	Census > Households > Household Information	X			
Household Addresses	Census > Households > Household Addresses	X			
Household Members	Census > Households > Household Information	X			
Account Details	Food Service > Information > Account Details	X			
Account Journal	Food Service > Information > Account Journal	X			
Purchasable Items	Food Service > Administration > Purchasable Items	X			
Terminals	Food Service > Administration > Terminals	X			
Cashier Report	Food Service > Reports > Cashier Report	X			
Deposit Report	Food Service > Reports > Deposit Report	X			
End of Day Report	Food Service > Reports > End of Day Report	X			
Item Summary Report	Food Service > Reports > Item Summary Report	X			
Transaction Detail Report	Food Service > Reports > Transaction Detail Report	X			
Transaction Summary Report	Food Service > Reports > Transaction Summary Report	X			

Teacher (Suggested Tool Rights)

For districts using Class Serve.

Tab	Path	R	W	A	D
Class Serve	Instruction > Class Serve	X	X	X	X
Class Serve	Campus Instruction Beta > Class Serve	X	X	X	X

Technical Support (Suggested Tool Rights)

Tab	Path	R	W	A	D
Allow Unfiltered Search	Additional Access Rights > General > Allow Unfiltered Search	X			
Summary	Student Information > General > Summary	X			
General Enrollment Information	Student Information > General > Enrollments > General Enrollment Information	X			
People Demographics Selecting just People Demographics gives the User the ability to Search for All People on the Search Tab.	Census > People > Demographics	X			
Household	Census > Households	X			
Household Information	Census > Households > Household Information	X			
Household Addresses	Census > Households > Household Addresses	X			
Household Members	Census > Households > Household Members	X			
Food Service Deposit	Census > Household > Household Food Service Deposit	X			
Food Service Deposit	Census > People > Food Service Deposit	X			
Account Details	Food Service > Information > Account Details	X			

Tab	Path	R	W	A	D
Journal	Food Service > Information > Account Journal	X			
General	Food Service > Setup > General Preferences	X			
PIN Auto Gen Preferences	Food Service > Setup > PIN Auto Gen Preferences	X			
Add Account	Food Service > Wizards > Add Account	X			
Reminder/ Restriction Wizard	Food Service > Wizards > Reminder/ Restriction Wizard	X			
Account Management Wizard	Food Service > Wizards > Account Management Wizard	X			
Mass Account Creation	Food Service > Wizards > Mass Account Creation	X			
Application Manager	Food Service > Administration > Application Manager	X			
Payment Location	Food Service > Administration > Payment Location	X			
Purchasable Items	Food Service > Administration > Purchasable Items	X			
Terminals	Food Service > Administration > Terminals	X	X	X	
Terminal Manager	Food Service > Administration > Terminal Manager	X	X	X	X
Adjustment Report	Food Service > Reports > Adjustment Report	X			
Audit Report	Food Service > Reports > Audit Report	X			
Cashier Report	Food Service > Reports > Cashier Report	X			
Deposit Report	Food Service > Reports > Deposit Report	X			
Edit Check Report	Food Service > Reports > Edit Check Report	X			

Tab	Path	R	W	A	D
End of Day Report	Food Service > Reports > End of Day Report	X			
Funds Transfer Report	Food Service > Reports > Funds Transfer Report	X			
Item Summary Report	Food Service > Reports > Item Summary Report	X			
Journal Batch Report	Food Service > Reports > Journal Batch Report	X			
Patron Balance Report	Food Service > Reports > Patron Balance Report	X			
PIN Report	Food Service > Reports > PIN Report	X			
Transaction Detail Report	Food Service > Reports > Transaction Detail Report	X			
Transaction Summary Report	Food Service > Reports > Transaction Summary Report	X			
Voids Report	Food Service > Reports > Voids Report	X			
Balance Letter Report	Food Service > Reports > Balance Letter Wizard Report	X			