

# Tool Rights (Point of Sale)

Last Modified on 03/11/2024 8:44 am CDT

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
<b>R (Read)</b>	The <b>R</b> 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 <b>NOT</b> have access to the Save, Add or Delete icons in the action bar.
<b>W (Write)</b>	The <b>W</b> 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 <b>A</b> right. This right includes the ability to change or remove data from a specific field.
<b>A (Add)</b>	The <b>A</b> 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.
<b>D (Delete)</b>	ASSIGN THIS RIGHT WITH CAUTION. The <b>D</b> 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 <b>W</b> right.

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

User Account    User Groups    **Tool Rights**    Calendar Rights

Save    User Rights Summary

- Point of Sale
  - Reports
    - Adjustment Report
    - Audit Report
    - Backdated Adjustments Report
    - Cashier Report
    - Deposit Report
      - Deposit Slip
    - Edit Check
    - End of Day
    - Funds Transfer
    - Item Summary
    - Journal Batch
    - Patron Balance
    - PIN Report
    - Transaction Detail
    - Transaction Summary
    - Voids Report
  - Balance Letter Wizard
  - User Group Formats
- Account Maintenance
  - Account
    - Account Info
    - Journal
  - POS Account Messenger
    - User Group Formats
    - POS Account Messenger Scheduler
  - Add Account
  - Mass Account Creation
  - Reminder/Restriction Wizard
  - Account Management Wizard
  - Set Student Number as PIN Wizard
    - Student Number as PIN Log
  - PIN Auto Gen
  - POS Preferences
    - Notify Enrollment PIN Error For Student Numbers
  - Tally Meal Entry
- Administration
  - Service Layout Copy Wizard
  - Application Manager
  - Class Serve Preferences
  - Item Categories
  - Payment Location
  - Purchasable Items
  - Terminals
  - Cafeteria Serve Preferences
  - Cafeteria Serve
  - Terminal Manager

# POS Tool Rights

Sub-rights are *italicized*.

Tab	R	W	A	D
<b>Reports</b>	Only R rights apply. This right allows full access to the report.	N/A	N/A	N/A
<i>Adjustment Report</i>	Only R rights apply. This right allows full access to the report.	N/A	N/A	N/A

<b>Tab</b>	<b>R</b>	<b>W</b>	<b>A</b>	<b>D</b>
<i>Audit Report</i>	Only R rights apply. This right allows full access to the report.	N/A	N/A	N/A
<i>Backdated Adjustments Report</i>	Only R rights apply. This right allows full access to the report.	N/A	N/A	N/A
<i>Cashier Report</i>	Only R rights apply. This right allows full access to the report.	N/A	N/A	N/A
<i>Deposit Report</i>	Only R rights apply. This right allows full access to the report.	N/A	N/A	N/A
<i>Deposit Slip</i>	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.
<i>Edit Check</i>	Only R rights apply. This right allows full access to the report.	N/A	N/A	N/A
<i>End of Day</i>	Only R rights apply. This right allows full access to the report.	N/A	N/A	N/A
<i>Funds Transfer</i>	Only R rights apply. This right allows full access to the report.	N/A	N/A	N/A
<i>Item Summary</i>	Only R rights apply. This right allows full access to the report.	N/A	N/A	N/A
<i>Journal Batch</i>	Only R rights apply. This right allows full access to the report.	N/A	N/A	N/A
<i>Patron Balance</i>	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.

<b>Tab</b>	<b>R</b>	<b>W</b>	<b>A</b>	<b>D</b>
<i>PIN Report</i>	Only R rights apply. This right allows full access to the report.	N/A	N/A	N/A
<i>Transaction Detail</i>	Only R rights apply. This right allows full access to the report.	N/A	N/A	N/A
<i>Transaction Summary</i>	Only R rights apply. This right allows full access to the report.	N/A	N/A	N/A
<i>Voids Report</i>	Only R rights apply. This right allows full access to the report.	N/A	N/A	N/A
<i>Balance Letter Wizard</i>	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.
<i>User Group Formats</i>	View Only	View and Modify	View, Modify, and Add	View, Modify, Add and Delete
<b>Account Maintenance</b>	View Only	View and Modify	View, Modify, and Add	View, Modify, Add and Delete
<i>Account</i>	View Only	View and Modify	View, Modify, and Add	View, Modify, Add and Delete
<i>Account Info</i>	View Only	View and Modify	View, Modify, and Add	View, Modify, Add and Delete

Tab	R	W	A	D
<i>Journal</i>	View Only	View and Modify	View, Modify, and Add	View, Modify, Add and Delete
<b>POS Account Messenger</b>	View Only	View and Modify	View, Modify, and Add	View, Modify, Add and Delete
<i>User Group Formats</i>	View Only	View and Modify	View, Modify, and Add	View, Modify, Add and Delete
<b>POS Account Messenger Scheduler</b>	View Only	View and Modify	View, Modify, and Add	View, Modify, Add and Delete
Add Account	Only R rights apply. This right allows a user to create a POS account.	N/A	N/A	N/A
Mass Account Creation	Only R rights apply. This right allows a user to create POS accounts en masse.	N/A	N/A	N/A
Reminder/Restriction Wizard	Only R rights apply. This right allows user to enable/disable patron account restrictions and reminders en masse.	N/A	N/A	N/A
<i>Account Management Wizard</i>	N/A	Only RW rights apply. This right allows 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
Set Student Number as PIN Wizard	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 <a href="#">System Preference</a> . 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
<i>Student Number as PIN Log</i>	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.
PIN Auto Gen	View Only	View and Modify	N/A	N/A
POS Preferences	View Only.	View and Modify	View, Modify, and Add	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

<b>Tab</b>	<b>R</b>	<b>W</b>	<b>A</b>	<b>D</b>
Tally Meal Entry	View Only	View and Modify	View, Modify, and Add	View, Modify, Add and Delete
<b>Administration</b>	View Only	View and Modify	View, Modify, and Add	View, Modify, Add and Delete
<i>Service Layout Copy Wizard</i>	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
<i>Application Manager</i>	View Only	View and Modify	View, Modify, and Add	View, Modify, Add and Delete
<i>Class Serve Preferences</i>	View Only	View and Modify	View, Modify, and Add	View, Modify, Add and Delete
<i>Item Categories</i>	View Only	View and Modify	View, Modify, and Add	View, Modify, Add and Delete
<i>Payment Location</i>	View Only	View and Modify	View, Modify, and Add	View, Modify, Add and Delete
<i>Purchasable Items</i>	View Only	View and Modify	View, Modify, and Add	View, Modify, Add and Delete
<i>Terminals</i>	View Only	View and Modify	View, Modify, and Add	View, Modify, Add and Delete

Tab	R	W	A	D
<i>Cafeteria Serve Preferences</i>	View Only	View and Modify	View, Modify, and Add	View, Modify, Add and Delete
<b>Cafeteria Serve</b>	View Only	View and Modify	View, Modify, and Add	View, Modify, Add and Delete
<b>Quick Serve</b>	N/A	Only RW rights apply. This right allows users to create transactions for groups of patrons.	N/A	N/A
<b>Terminal Manager</b>	View Only	View and Modify	View, Modify, and Add	View, Modify, Add and Delete

## 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
<b>Allow Unfiltered Search</b>	Student Information > Allow Unfiltered Search	X			
<b>Summary</b>	Student Information > General > Summary	X			
<b>General Enrollment Information</b>	Student Information > General > Enrollments > General Enrollment Information	X			



Tab	Path	R	W	A	D
<b>People &gt; Demographics</b>  Selecting just People Demographics gives the User the ability to Search for All People on the Search Tab.	Census > People > Demographics	X			
<b>Household</b>	Census > Households	X			
<b>Household Info</b>	Census > Households > Info	X			
<b>Household Addresses</b>	Census > Households > Addresses	X			
<b>Household Members</b>	Census > Households > Members	X			
<b>FS Deposit</b>	Census > Household > FS Deposit	X	X	X	X
<b>Add Person</b>	Census > People > Add Person	X	X	X	
<b>FS Deposit</b>	Census > People > FS Deposit	X	X	X	X
<b>Eligibility</b>	FRAM > Eligibility	X	X	X	X
<b>Letter Editor</b>	FRAM > Letter Editor	X	X	X	X
<b>Online Application Editor</b>	FRAM > Letter Editor > Online Application Editor	X	X	X	X
<b>Eligibility Import Wizard</b>	FRAM > Eligibility Import Wizard	X	X	X	X
<b>Eligibility End Date Wizard</b>	FRAM > Eligibility End Wizard	X	X	X	X
<b>FRAM Application Preferences</b>	FRAM > FRAM Preferences	X	X	X	
<b>FRAM Verification Preferences</b>	FRAM > FRAM Preferences	X	X	X	
<b>Household Applications</b>	FRAM > Household Applications	X	X	X	X
<b>Online Applications</b>	FRAM > Online Applications	X	X	X	X
<b>Income Guide</b>	FRAM > Income Guide	X			
<b>Verification</b>	FRAM > Verification	X	X	X	X
<b>FRAM Letter Batch</b>	FRAM > Reports > FRAM Letter Batch	X	X	X	X
<b>Household Applications</b>	FRAM > Reports > Household Applications	X			
<b>Lunch Counts</b>	FRAM > Reports > Lunch Counts	X			

Tab	Path	R	W	A	D
<b>Eligibility</b>	FRAM > Reports > Eligibility	X			
<b>Account Info</b>	Point of Sale > Account Maintenance > Account Info	X	X	X	X
<b>Journal</b>	Point of Sale > Account Maintenance > Account Journal	X	X	X	X
<b>POS Account Messenger</b>	Point of Sale > Account Maintenance > POS Account Messenger	X	X	X	X
<b>User Group Formats</b>	Point of Sale > Account Maintenance > POS Account Messenger	X	X	X	X
<b>POS Account Messenger Scheduler</b>	Point of Sale > Account Maintenance > POS Account Messenger Scheduler	X	X	X	X
<b>General</b>	Point of Sale > Account Maintenance > POS Preferences	X	X	X	X
<b>PIN Auto Gen</b>	Point of Sale > Account Maintenance > POS Preferences	X	X	X	X
<b>Add Account</b>	Point of Sale > Account Maintenance > Add Account	X	X	X	X
<b>Reminder/ Restriction Wizard</b>	Point of Sale > Account Maintenance > Reminder/ Restriction Wizard	X	X	X	X
<b>Account Management Wizard</b>	Point of Sale > Account Maintenance > Account Management Wizard	X	X	X	X
<b>Mass Account Creation</b>	Point of Sale > Account Maintenance > Mass Account Creation	X	X	X	X
<b>Set Student Number as PIN Wizard</b>	Point of Sale > Account Maintenance > Set Student Number as PIN	X	X	X	X
<b>Student Number as PIN Log</b>	Point of Sale > Account Maintenance > Set Student Number as PIN > Student Number as PIN Log	X	X	X	X

Tab	Path	R	W	A	D
<b>Notify Enrollment PIN Error for Student Numbers</b>	Process Alert	X			
<b>Service Layout Copy Wizard</b>	Point of Sale > Administration > Service Layout Copy Wizard	X	X	X	X
<b>Application Manager</b>	Point of Sale > Administration > Application Manager	X	X	X	X
<b>Item Categories</b>	Point of Sale > Administration > Item Categories	X	X	X	X
<b>Payment Location</b>	Point of Sale > Administration > Payment Location	X	X	X	X
<b>Class Serve Preferences</b>	Point of Sale > Administration > Class Serve Preferences	X	X	X	X
<b>Purchasable Items</b>	Point of Sale > Administration > Purchasable Items	X	X	X	X
<b>Terminals</b>	Point of Sale > Administration > Terminals	X	X	X	X
<b>Cafeteria Serve Preferences</b>	Point of Sale > Administration > Cafeteria Serve Preferences	X	X	X	X
<b>Adjustment Report</b>	Point of Sale > Reports > Adjustment Report	X			
<b>Audit Report</b>	Point of Sale > Reports > Audit Report	X			
<b>Cashier Report</b>	Point of Sale > Reports > Cashier Report	X			
<b>Deposit Report</b>	Point of Sale > Reports > Deposit Report	X			
<b>Edit Check</b>	Point of Sale > Reports > Edit Check	X			
<b>End of Day</b>	Point of Sale > Reports > End of Day	X			
<b>Funds Transfer</b>	Point of Sale > Reports > Funds Transfer	X			
<b>Item Summary</b>	Point of Sale > Reports > Item Summary	X			

Tab	Path	R	W	A	D
<b>Journal Batch</b>	Point of Sale > Reports > Journal Batch	X			
<b>Patron Balance</b>	Point of Sale > Reports > Patron Balance	X			
<b>PIN Report</b>	Point of Sale > Reports > PIN Report	X			
<b>Transaction Detail</b>	Point of Sale > Reports > Transaction Detail	X			
<b>Transaction Summary</b>	Point of Sale > Reports > Transaction Summary	X			
<b>Voids Report</b>	Point of Sale > Reports > Voids Report	X			
<b>Balance Letter Wizard</b>  User will need Read/Write/Add access rights to all Ad Hoc Reporting in order to Create, Edit and Delete letters.	Point of Sale > Reports > Balance Letter Wizard	X			
<b>Log Off</b>		X	X		

## Kitchen Manager (Suggested Tool Rights)

Tab	Path	R	W	A	D
<b>Allow Unfiltered Search</b>	Student Information > Allow Unfiltered Search	X			
<b>Summary</b>	Student Information > General > Summary	X			
<b>Household Info</b>	Census > Households	X			
<b>Household Addresses</b>	Census > Households	X			
<b>Household Members</b>	Census > Households	X			
<b>FS Deposit</b>	Census > Households > FS Deposit	X	X	X	X
<b>FS Deposit</b>	Census > People > FS Deposit	X	X	X	X
<b>Eligibility</b>	FRAM > Eligibility	X			
<b>Household Applications</b>	FRAM > Household Applications	X			
<b>Online Application</b>	FRAM > Online Applications	X			
<b>Reports: Lunch Counts</b>	FRAM > Reports > Lunch Counts	X			

Tab	Path	R	W	A	D
<b>Account Info</b>	Point of Sale > Account	X			
<b>Journal</b>	Point of Sale > Account	X	X	X	X
<b>Purchasable Items</b>	Point of Sale > Purchasable Items	X			
<b>Terminals</b>	Point of Sale > Terminals	X			
<b>Quick Serve</b>	Point of Sale > Quick Serve	X	X		
<b>Adjustment Report</b>	Point of Sale > Reports > Adjustment Report	X			
<b>Audit Report</b>	Point of Sale > Reports > Audit Report	X			
<b>Cashier Report</b>	Point of Sale > Reports > Cashier Report	X			
<b>Deposit Report</b>	Point of Sale > Reports > Deposit Report	X			
<b>Edit Check</b>	Point of Sale > Reports > Edit Check	X			
<b>End of Day</b>	Point of Sale > Reports > End of Day	X			
<b>Funds Transfer</b>	Point of Sale > Reports > Funds Transfer	X			
<b>Item Summary</b>	Point of Sale > Reports > Item Summary	X			
<b>Journal Batch</b>	Point of Sale > Reports > Journal Batch	X			
<b>Patron Balance</b>	Point of Sale > Reports > Patron Balance	X			
<b>PIN Report</b>	Point of Sale > Reports > PIN Report	X			
<b>Transaction Detail</b>	Point of Sale > Reports > Transaction Detail	X			
<b>Transaction Summary</b>	Point of Sale > Reports > Transaction Summary	X			
<b>Voids Report</b>	Point of Sale > Reports > Voids Report	X			
<b>Balance Letter Wizard</b>	Point of Sale > Reports > Balance Letter Wizard	X			
<b>Log Off</b>		X	X		

## Cashier (Suggested Tool Rights)

Tab	Path	R	W	A	D
<b>Allow Unfiltered Search</b>	Student Information > Allow Unfiltered Search	X			
<b>Summary</b>	Student Information > General > Summary	X			
<b>Household Info</b>	Census > Households	X			
<b>Household Addresses</b>	Census > Households	X			
<b>Household Members</b>	Census > Households	X			

Tab	Path	R	W	A	D
<b>Account Info</b>	Point of Sale > Account	X			
<b>Journal</b>	Point of Sale > Account	X			
<b>Purchasable Items</b>	Point of Sale > Purchasable Items	X			
<b>Terminals</b>	Point of Sale > Terminals	X			
<b>Cashier Report</b>	Point of Sale > Reports > Cashier Report	X			
<b>Deposit Report</b>	Point of Sale > Reports > Deposit Report	X			
<b>End of Day</b>	Point of Sale > Reports > End of Day	X			
<b>Item Summary</b>	Point of Sale > Reports > Item Summary	X			
<b>Transaction Detail</b>	Point of Sale > Reports > Transaction Detail	X			
<b>Transaction Summary</b>	Point of Sale > Reports > Transaction Summary	X			
<b>Log Off</b>		X	X		

## Teacher (Suggested Tool Rights)

For districts using Class Serve.

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

## Technical Support (Suggested Tool Rights)

Tab	Path	R	W	A	D
<b>Allow Unfiltered Search</b>	Student Information > Allow Unfiltered Search	X			
<b>Summary</b>	Student Information > General > Summary	X			
<b>General Enrollment Information</b>	Student Information > General > Enrollments > General Enrollment Information	X			

Tab	Path	R	W	A	D
<b>People Demographics</b>  Selecting just People Demographics gives the User the ability to Search for All People on the Search Tab.	Census > People > Demographics	X			
<b>Household</b>	Census > Households	X			
<b>Household Info</b>	Census > Households	X			
<b>Household Addresses</b>	Census > Households	X			
<b>Household Members</b>	Census > Households	X			
<b>FS Deposit</b>	Census > Household > FS Deposit	X			
<b>FS Deposit</b>	Census > People > FS Deposit	X			
<b>Account Info</b>	Point of Sale > Account Maintenance > Account	X			
<b>Journal</b>	Point of Sale > Account Maintenance > Account	X			
<b>General</b>	Point of Sale > Account Maintenance > POS Preferences	X			
<b>PIN Auto Gen</b>	Point of Sale > Account Maintenance > POS Preferences	X			
<b>Add Account</b>	Point of Sale > Account Maintenance > Add Account	X			
<b>Reminder/ Restriction Wizard</b>	Point of Sale > Account Maintenance > Reminder/ Restriction Wizard	X			
<b>Account Management Wizard</b>	Point of Sale > Account Maintenance > Account Management Wizard	X			
<b>Mass Account Creation</b>	Point of Sale > Account Maintenance > Mass Account Creation	X			
<b>Application Manager</b>	Point of Sale > Administration > Application Manager	X			
<b>Payment Location</b>	Point of Sale > Administration > Payment Location	X			

Tab	Path	R	W	A	D
<b>Purchasable Items</b>	Point of Sale > Administration > Purchasable Items	X			
<b>Terminals</b>	Point of Sale > Administration > Terminals	X	X	X	
<b>Terminal Manager</b>	Point of Sale > Terminal Manager	X	X	X	X
<b>Adjustment Report</b>	Point of Sale > Reports > Adjustment Report	X			
<b>Audit Report</b>	Point of Sale > Reports > Audit Report	X			
<b>Cashier Report</b>	Point of Sale > Reports > Cashier Report	X			
<b>Deposit Report</b>	Point of Sale > Reports > Deposit Report	X			
<b>Edit Check</b>	Point of Sale > Reports > Edit Check	X			
<b>End of Day</b>	Point of Sale > Reports > End of Day	X			
<b>Funds Transfer</b>	Point of Sale > Reports > Funds Transfer	X			
<b>Item Summary</b>	Point of Sale > Reports > Item Summary	X			
<b>Journal Batch</b>	Point of Sale > Reports > Journal Batch	X			
<b>Patron Balance</b>	Point of Sale > Reports > Patron Balance	X			
<b>PIN Report</b>	Point of Sale > Reports > PIN Report	X			
<b>Transaction Detail</b>	Point of Sale > Reports > Transaction Detail	X			
<b>Transaction Summary</b>	Point of Sale > Reports > Transaction Summary	X			
<b>Voids Report</b>	Point of Sale > Reports > Voids Report	X			



Tab	Path	R	W	A	D
<b>Balance Letter Wizard</b>	Point of Sale > Reports > Balance Letter Wizard	X			
<b>Log Off</b>		X	X		

---