

# 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
<b>R</b> <b>(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</b> <b>(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</b> <b>(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.



Tab	R	W	A	D
<a href="#">POS Messenger</a>	View Only	View and Modify	View, Modify, and Add	View, Modify, Add, and Delete
<a href="#">POS Account Messenger</a>	View Only	View and Modify	View, Modify, and Add	View, Modify, Add, and Delete
<a href="#">User Group Formats</a>	View Only	View and Modify	View, Modify, and Add	View, Modify, Add, and Delete
<a href="#">POS Account Messenger Scheduler</a>	View Only	View and Modify	View, Modify, and Add	View, Modify, Add, and Delete
<b><a href="#">Reports</a></b>	Only R rights apply. This right allows full access to the report.	N/A	N/A	N/A
<a href="#">Adjustment Report</a>	Only R rights apply. This right allows full access to the report.	N/A	N/A	N/A
<a href="#">Audit Report</a>	Only R rights apply. This right allows full access to the report.	N/A	N/A	N/A
<a href="#">Backdated Adjustments Report</a>	Only R rights apply. This right allows full access to the report.	N/A	N/A	N/A
<a href="#">Balance Letter Report</a>	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.
<a href="#">Cashier Report</a>	Only R rights apply. This right allows full access to the report.	N/A	N/A	N/A

Tab	R	W	A	D
<a href="#">Deposit Report</a>	Only R rights apply. This right allows full access to the report.	N/A	N/A	N/A
<a href="#">Deposit Slip Log</a>	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.
<a href="#">Edit Check Report</a>	Only R rights apply. This right allows full access to the report.	N/A	N/A	N/A
<a href="#">End of Day Report</a>	Only R rights apply. This right allows full access to the report.	N/A	N/A	N/A
<a href="#">Funds Transfer Report</a>	Only R rights apply. This right allows full access to the report.	N/A	N/A	N/A
<a href="#">Item Summary Report</a>	Only R rights apply. This right allows full access to the report.	N/A	N/A	N/A
<a href="#">Journal Batch Report</a>	Only R rights apply. This right allows full access to the report.	N/A	N/A	N/A
<a href="#">Patron Balance Report</a>	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.
<a href="#">PIN Report</a>	Only R rights apply. This right allows full access to the report.	N/A	N/A	N/A
<a href="#">Transaction Detail Report</a>	Only R rights apply. This right allows full access to the report.	N/A	N/A	N/A

Tab	R	W	A	D
<a href="#">Transaction Summary Report</a>	Only R rights apply. This right allows full access to the report.	N/A	N/A	N/A
<a href="#">Voids Report</a>	Only R rights apply. This right allows full access to the report.	N/A	N/A	N/A
<b><a href="#">Administration</a></b>	View Only	View and Modify	View, Modify, and Add	View, Modify, Add, and Delete
<a href="#">Account/PIN Import</a>	View Only	View and Modify	View, Modify, and Add	View, Modify, Add, and Delete
<a href="#">Application Manager</a>	View Only	View and Modify	View, Modify, and Add	View, Modify, Add, and Delete
<a href="#">Item Categories</a>	View Only	View and Modify	View, Modify, and Add	View, Modify, Add, and Delete
<a href="#">Payment Location</a>	View Only	View and Modify	View, Modify, and Add	View, Modify, Add, and Delete
<a href="#">Purchasable Items</a>	View Only	View and Modify	View, Modify, and Add	View, Modify, Add, and Delete
<a href="#">Quick Serve</a>	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
<a href="#">Service Layout Copy Wizard</a>	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
<a href="#">Terminal Manager</a>	View Only	View and Modify	View, Modify, and Add	View, Modify, Add, and Delete
<a href="#">Terminals</a>	View Only	View and Modify	View, Modify, and Add	View, Modify, Add, and Delete
<a href="#">Setup</a>	View Only	View and Modify	View, Modify, and Add	View, Modify, Add, and Delete
<a href="#">Class Serve Preferences</a>	View Only	View and Modify	View, Modify, and Add	View, Modify, Add, and Delete
<a href="#">General Preferences</a>	View Only	View and Modify	View, Modify, and Add	N/A
<a href="#">PIN Auto Gen Preferences</a>	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
<a href="#">Wizards</a>	View Only	View and Modify	View, Modify, and Add	View, Modify, Add, and Delete

Tab	R	W	A	D
<a href="#">Add Account</a>	Only R rights apply. This right allows a user to create a POS account.	N/A	N/A	N/A
<a href="#">Mass Account Creation</a>	Only R rights apply. This right allows a user to create POS accounts en masse.	N/A	N/A	N/A
<a href="#">Reminder/Restriction Wizard</a>	Only R rights apply. This right allows user to enable/disable patron account restrictions and reminders en masse.	N/A	N/A	N/A
<a href="#">Account Management Wizard</a>	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
<a href="#">Set Student Number as PIN Wizard</a>	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
<a href="#">Student Number as PIN Wizard Log</a>	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
<b>Allow Unfiltered Search</b>	Additional Access Rights > General > 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			
<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 Information</b>	Census > Households > Household Information	X			
<b>Household Addresses</b>	Census > Households > Household Addresses	X			
<b>Household Members</b>	Census > Households > Household Members	X			
<b>Food Service Deposit</b>	Census > Household > Household Food Service Deposit	X	X	X	X
<b>Add Person</b>	Census > People > Add Person	X	X	X	
<b>Food Service Deposit</b>	Census > People > Food Service Deposit	X	X	X	X
<b>Eligibility</b>	FRAM > Application Processing > Eligibility	X	X	X	X
<b>Letter Editor</b>	FRAM > Setup > FRAM Communication > Letters and Messages	X	X	X	X
<b>Online Application Editor</b>	FRAM > Setup > FRAM Communication > Online Application Content	X	X	X	X
<b>Eligibility Import Wizard</b>	FRAM > Tools > Eligibility Import Wizard	X	X	X	X

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

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

Tab	Path	R	W	A	D
<b>Adjustment Report</b>	Food Service > Reports > Adjustment Report	X			
<b>Audit Report</b>	Food Service > Reports > Audit Report	X			
<b>Cashier Report</b>	Food Service > Reports > Cashier Report	X			
<b>Deposit Report</b>	Food Service > Reports > Deposit Report	X			
<b>Edit Check Report</b>	Food Service > Reports > Edit Check Report	X			
<b>End of Day Report</b>	Food Service > Reports > End of Day Report	X			
<b>Funds Transfer Report</b>	Food Service > Reports > Funds Transfer Report	X			
<b>Item Summary Report</b>	Food Service > Reports > Item Summary Report	X			
<b>Journal Batch Report</b>	Food Service > Reports > Journal Batch Report	X			
<b>Patron Balance Report</b>	Food Service > Reports > Patron Balance Report	X			
<b>PIN Report</b>	Food Service > Reports > PIN Report	X			
<b>Transaction Detail Report</b>	Food Service > Reports > Transaction Detail Report	X			
<b>Transaction Summary Report</b>	Food Service > Reports > Transaction Summary Report	X			
<b>Voids Report</b>	Food Service > 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.	Food Service > Reports > Balance Letter Wizard Report	X			

## Kitchen Manager (Suggested Tool Rights)

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

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

## Cashier (Suggested Tool Rights)

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

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



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