

Food Service Director/Manager User Group

Last Modified on 06/29/2026 11:37 am CDT

The following are suggested tool rights for **Food Service Directors/Managers**. Your staff may need more or fewer tool rights depending on their actual job duties. Start with this list and modify rights to meet your school or district's needs.

These tools are only available to customers who have purchased Campus Point of Sale as add-on functionality.

- The Point of Sale search does not follow calendar rights since accounts are not tied to calendars.
- Users may need membership to calendar rights groups in order to access the information they need for other tasks.

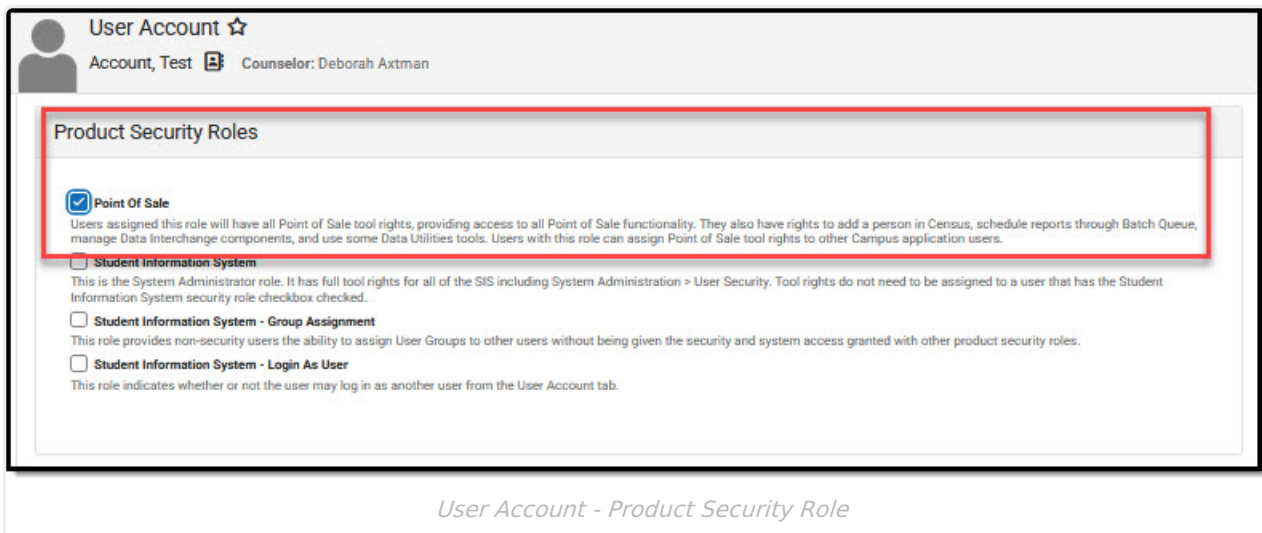
Point of Sale Product Security Role

It is possible to assign the Point of Sale Product Security Role to a user's account. **A user MUST HAVE Point of Sale Product Security Role in order to assign Point of Sale tool rights to other users.**

Users assigned to this role can:

- Access all Point of Sale tool rights
- Add people in Census
- Use Batch Queue to schedule reports
- Manage Data Interchange components
- Use the Data Utilities tools included in the role
- Assign Point of Sale tool rights to other Campus application users

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



User Account ☆
Account, Test ⓘ Counselor: Deborah Axtman

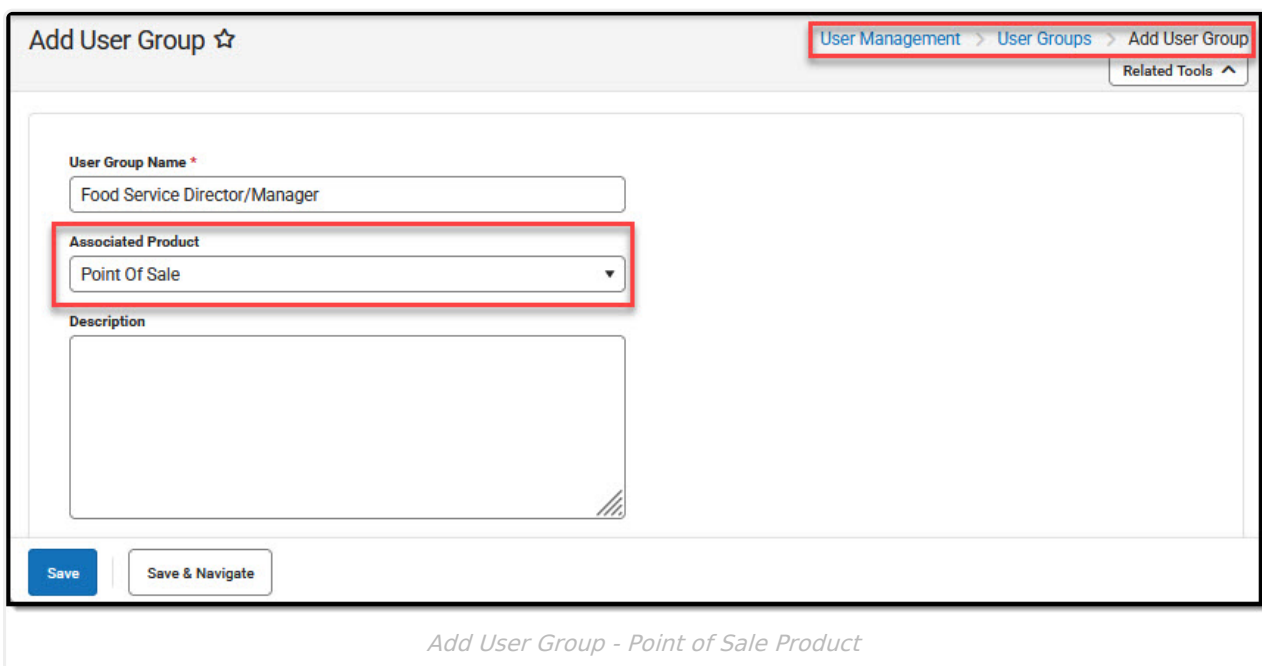
Product Security Roles

- ☒ **Point Of Sale**
Users assigned this role will have all Point of Sale tool rights, providing access to all Point of Sale functionality. They also have rights to add a person in Census, schedule reports through Batch Queue, manage Data Interchange components, and use some Data Utilities tools. Users with this role can assign Point of Sale tool rights to other Campus application users.
- ☐ **Student Information System**
This is the System Administrator role. It has full tool rights for all of the SIS including System Administration > User Security. Tool rights do not need to be assigned to a user that has the Student Information System security role checkbox checked.
- ☐ **Student Information System - Group Assignment**
This role provides non-security users the ability to assign User Groups to other users without being given the security and system access granted with other product security roles.
- ☐ **Student Information System - Login As User**
This role indicates whether or not the user may log in as another user from the User Account tab.

User Account - Product Security Role

User Groups With Food Service Access

Choose **Point of Sale** as the **Associated Product** when adding user groups that need access to Food Service tools. Users may need to be assigned to additional User Groups (e.g. [FRAM User Group](#)) if all the tools they need are not included here.



Add User Group ☆

User Management > User Groups > Add User Group
Related Tools ^

User Group Name *
Food Service Director/Manager

Associated Product
Point Of Sale ▼

Description

Save Save & Navigate

Add User Group - Point of Sale Product

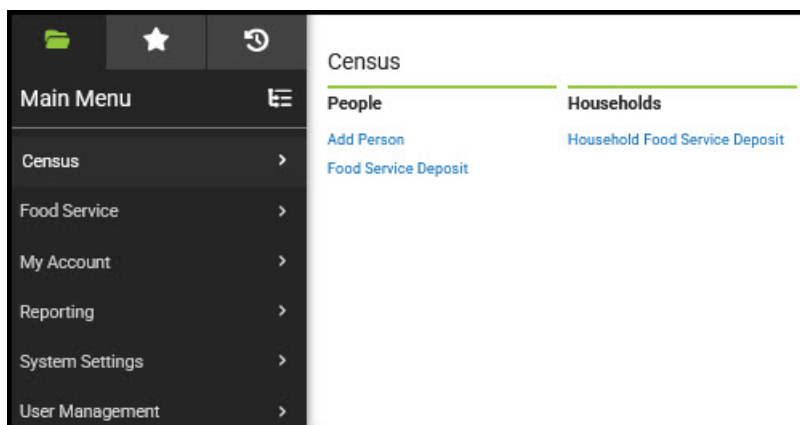
Point of Sale Product Tool Rights

Note that relevant tool rights that also exist in the Student Information System product have been included in Point of Sale Product tool rights, in addition to those that are Food Service specific.

Tool Rights					
▶ Census	☐ All	☒ Read	☒ Write	☒ Add	☐ Delete
▶ Food Service	☐ All	☒ Read	☐ Write	☐ Add	☐ Delete
▶ My Account	☒ All	☒ Read	☒ Write	☒ Add	☒ Delete
▶ Reporting	☒ All	☒ Read	☒ Write	☒ Add	☒ Delete
▶ System Settings	☒ All	☒ Read	☒ Write	☒ Add	☒ Delete
▶ User Management	☒ All	☒ Read	☒ Write	☒ Add	☒ Delete
▶ Campus Main Feedback	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete

Point Of Sale Product Tool Rights

Census



Tool Right	R	W	A	D
Census > People				
Add Person	X	X	X	
Food Service Deposit	X	X	X	X
Census > Households				
Household Food Service Deposit	X	X	X	X

Food Service

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Main Menu

- Census >
- Food Service >**
- My Account >
- Reporting >
- System Settings >
- User Management >

Food Service

Information

- Account Details
- Account Journal
- Tally Meal Entry

POS Messenger

- POS Account Messenger
- POS Account Messenger Scheduler

Reports

- Adjustment Report
- Audit Report
- Backdated Adjustments Report
- Balance Letter Report
- Cashier Report
- Deposit Report
- Deposit Slip Log
- Edit Check Report
- End of Day Report

Administration

- Account/PIN Import
- Application Manager
- Configuration Export/Import
- Item Categories
- Payment Location
- Purchasable Items
- Quick Serve
- Service Layout Copy Wizard
- Terminal Manager
- Terminals

Setup

- Class Serve Preferences
- General Preferences
- PIN Auto Gen Preferences

Wizards

- Add Account
- Mass Account Creation
- Reminder/Restriction Wizard
- Account Management Wizard
- Set Student Number as PIN Wizard
- Student Number as PIN Wizard Log

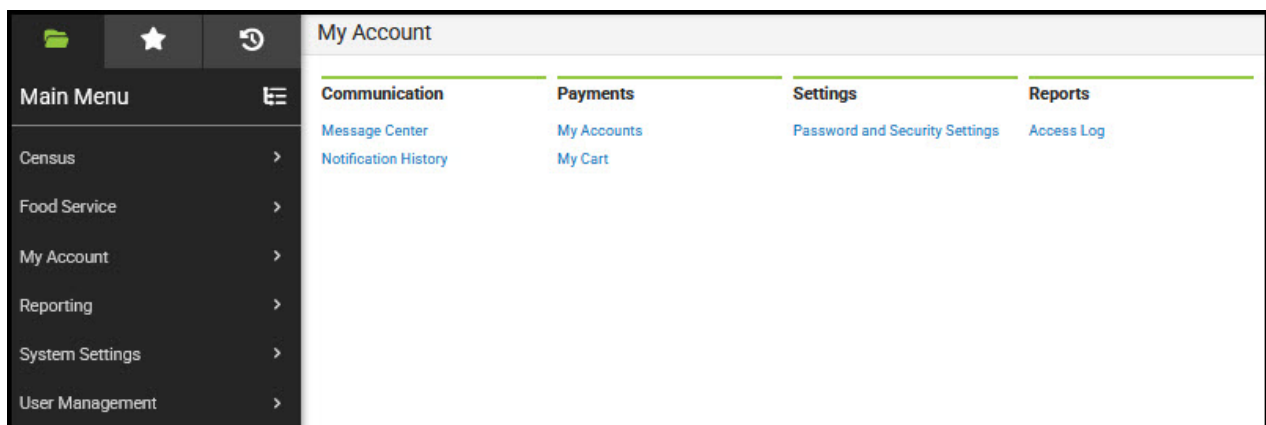
Food Service Tools for Point of Sale Product

Tool Right	R	W	A	D
Information				
Account Details	X	X	X	X
Account Journal	X	X	X	X
Tally Meal Entry	X	X	X	X
POS Messenger				
POS Account Messenger	X	X	X	X
POS Account Messenger Scheduler	X	X	X	X
User Group Formats	X	X	X	X
Reports				
Adjustment Report	X			
Audit Report	X			
Backdated Adjustments Report	X			
Balance Letter Report	X			
Cashier Report	X			
Deposit Report	X			

Tool Right	R	W	A	D
Deposit Slip Log	X			
Edit Check Report	X			
End of Day Report	X			
Funds Transfer Report	X			
Item Summary Report	X			
Journal Batch Report	X			
Patron Balance Report	X			
PIN Report	X			
Transaction Detail Report	X			
Transaction Summary Report	X			
Voids Report	X			
Administration				
Account/PIN Import	X	X	X	X
Application Manager	X	X	X	X
Configuration Export/Import	X	X	X	X
Item Categories	X	X	X	X
Payment Locations	X	X	X	X
Purchasable Items	X	X	X	X
Quick Serve	X	X	X	X
Service Layout Copy Wizard	X	X	X	X
Terminal Manager	X	X	X	X
Terminals	X	X	X	X
Setup				
Class Serve Preferences	X	X	X	X
General Preferences	X	X	X	X
PIN Auto Gen Preferences	X	X	X	X
Wizards				
Add Account	X	X	X	X

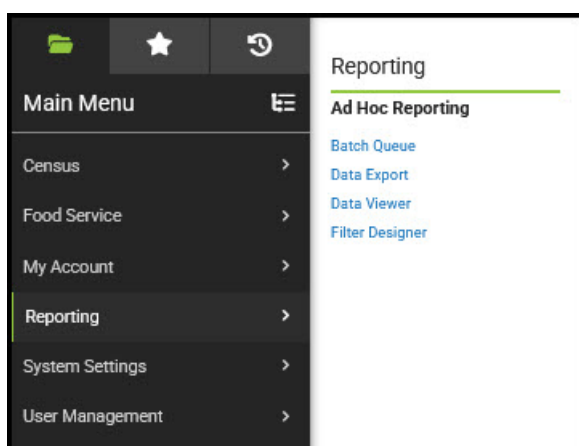
Tool Right	R	W	A	D
Mass Account Creation	X	X	X	X
Reminder/Restriction Wizard	X	X	X	X
Account Management Wizard	X	X	X	X
Set Student Number as PIN Wizard	X	X	X	X
Student Number as PIN Log	X	X	X	X

My Account



Tool Right	R	W	A	D
My Account > Settings				
Password and Security Settings	X	X	X	X

Reporting



Tool Right	R	W	A	D
Reporting > Ad Hoc Reporting > Batch Queue	X	X		X
Set Task Expiration	X			
Set Task Priority	X			
Reporting > Ad Hoc Reporting > Data Export				
Data Warehouse: Allow live data as source	X			
Reporting > Ad Hoc Reporting > Data Viewer	X			
Reporting > Ad Hoc Reporting > Filter Designer				
Data Warehouse: Allow live data as source	X			
Query Wizard Filters	X	X	X	X
User Group Filters	X	X	X	X

System Settings

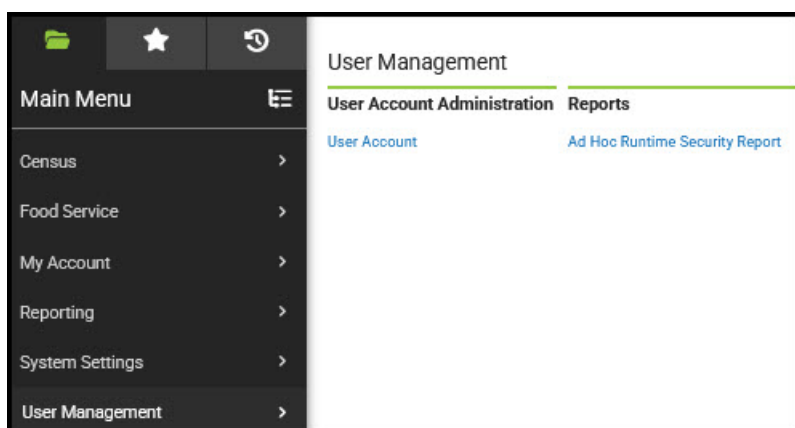
The Business Office Integration tools are not visible by default. See the [Business Office Integration User Guide](#) for more information.

Main Menu	System Settings
Census	Business Office Integration Business Office API Credentials Business Office Error Log Business Office Notifications Business Office Preferences Business Office Synchronization Online Registration Setup OLR Literals Bank OLR Lists Bank Language Groups
Food Service	Data Interchange Setup Agent Setup Data Access Rights SIF Zone Options Zone Setup
My Account	Data Interchange Administration Error Log
Reporting	Data Utilities Ad Hoc Deactivated Elements Impact Report Ad Hoc Element Replacement Wizard
System Settings	System Processes Batch Queue Admin Batch Queue History
User Management	

Tool Right	R	W	A	D
System Settings > Business Office Integration				
Business Office API Credentials				
Business Office Error Log				
Business Office Notifications				
Business Office Preferences				
Business Office Synchronization				
System Settings > Data Interchange Setup				

Tool Right	R	W	A	D
Agent Setup	X		X	X
Data Access Rights	X		X	X
SIF Zone Options	X		X	
Zone Setup	X		X	X
System Settings > Data Interchange Administration				
Error Log	X			
System Settings > Data Utilities				
Ad Hoc Deactivated Elements Impact Report	X			
Ad Hoc Element Replacement Wizard	X			
System Settings > System Processes				
Batch Queue Admin	X	X		X
Batch Queue History	X			
System Settings > Online Registration Setup				
OLR Literals Bank	X			
OLR Lists Bank	X			
Language Groups	X			

User Management



Tool Right	R	W	A	D
User Management > User Account Administration				
User Account	X	X	X	X

Tool Right	R	W	A	D
User Management > Reports				
Ad Hoc Runtime Security Report	X			

Campus Main Feedback

This option enables the Feedback button (slide-out panel) to appear on POS-related tools for the user. This allows them to rate and provide feedback to Infinite Campus for those tools.

Tool Right	All
Campus Main Feedback > Feedback Form	
Campus Main Feedback	X

Additional Access Rights

Since there are many different types of users with the need to perform unfiltered student searches, districts may choose to create a user group (e.g. Unfiltered Search) with only this tool right and assign users to it as appropriate.

Tool Right	All
Additional Access Rights > General	
Allow Unfiltered Search	X