# Food Service Director/Manager User Group

Last Modified on 10/29/2026 11:18 am CDT

Point of Sale (POS) tools are available with Campus Food Service.

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.

- 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.

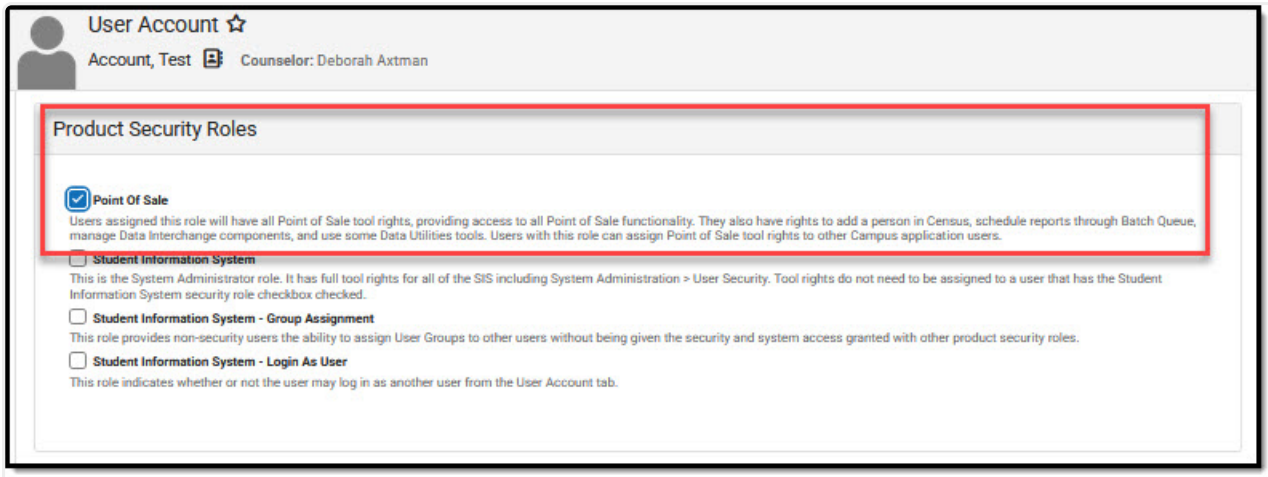
## Point of Sale Product Security Role

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

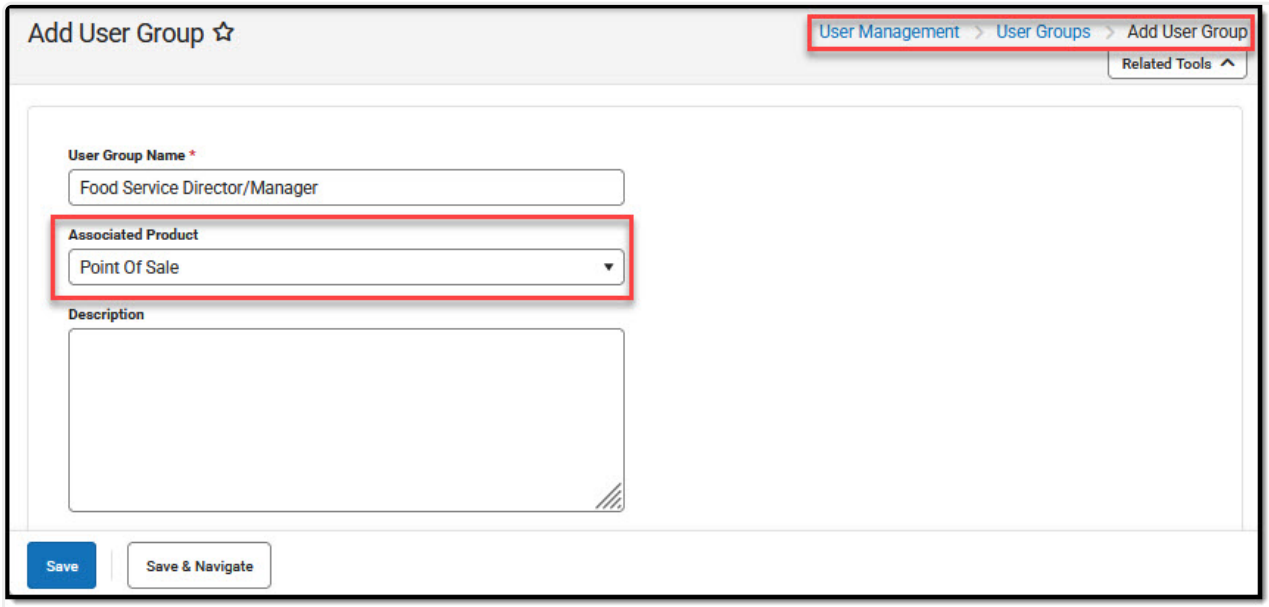
For more information about Product Security Role assignments, see the Multi-Product or Premium Product Environment (Security Administration) article.




*User Account - 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 - Point of Sale Product*

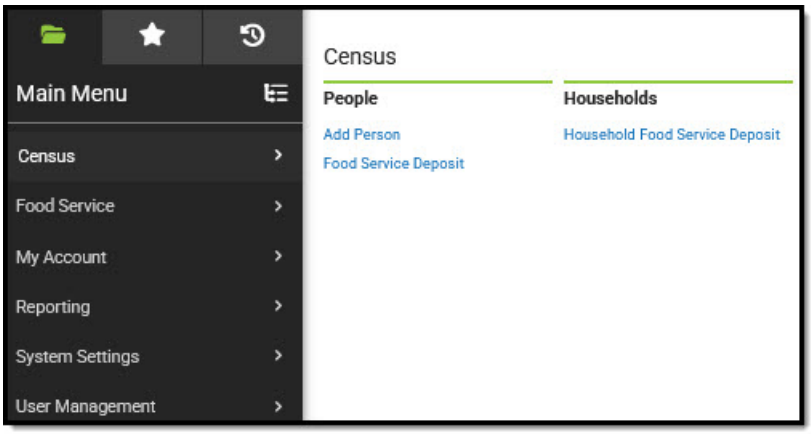
# Point of Sale Product Tool Rights

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.



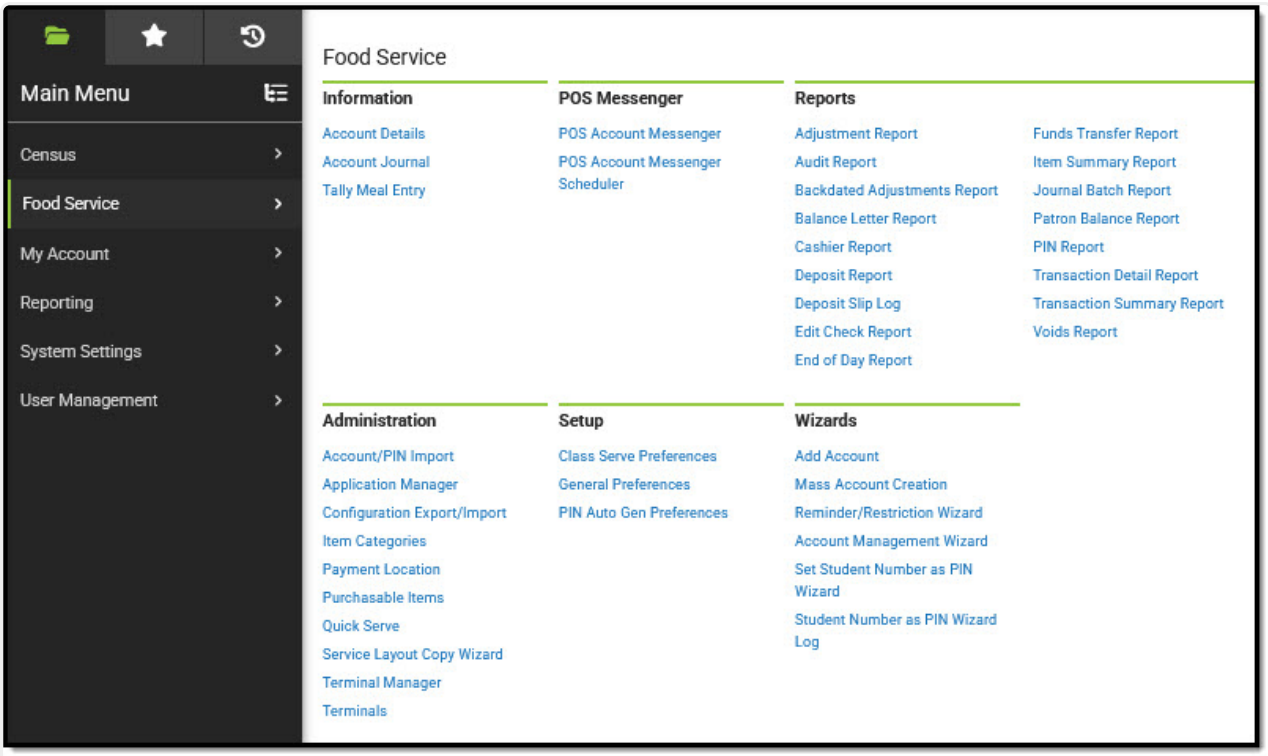

*Point Of Sale Product Tool Rights*

## 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



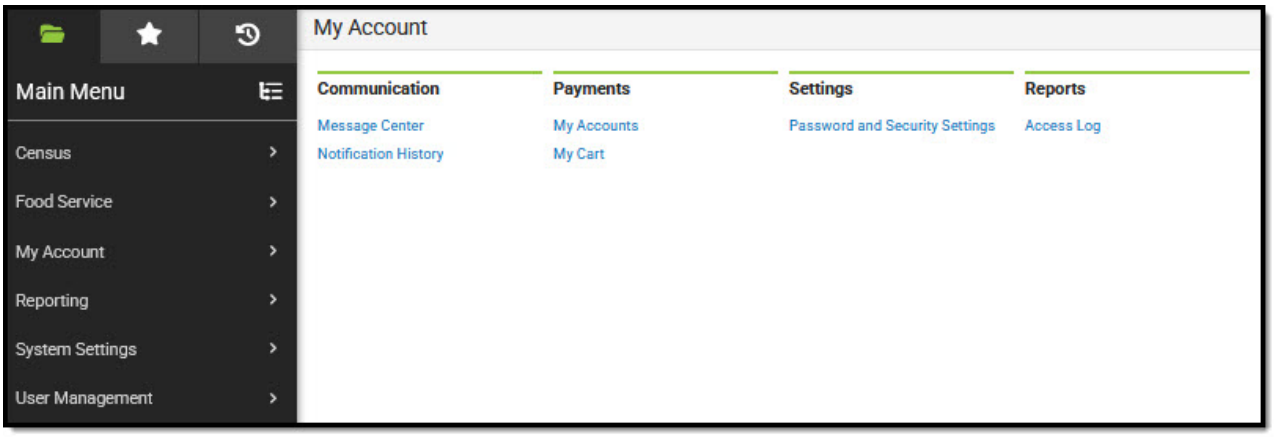

*Food Service Tools for Point of Sale Product*

| 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 |

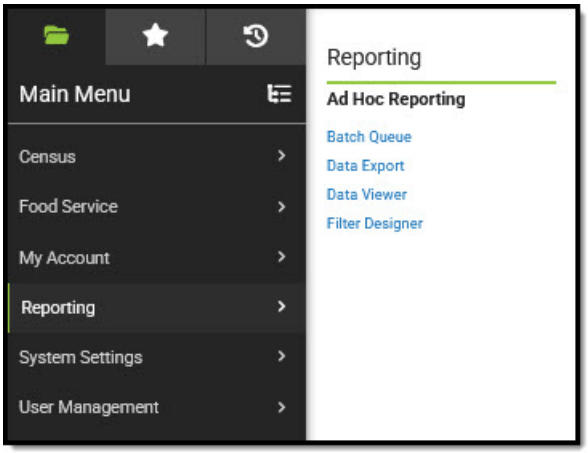
| Tool Right | R | W | A | D |
|---|---|---|---|---|
| Mass Account Creation | X | X | X | X |
| Reminder/Restriction Wizard | X | X | X | X |
| Account Management Wizard | X | X | X | X |
| Set Student Number as PIN Wizard | X | X | X | X |
| Student Number as PIN Log | X | X | X | X |

## My Account




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

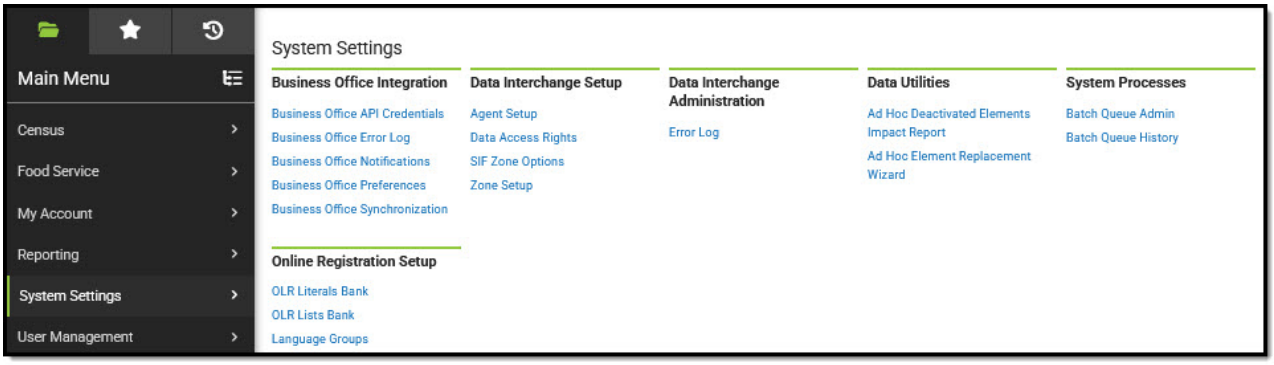
## Reporting



| 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

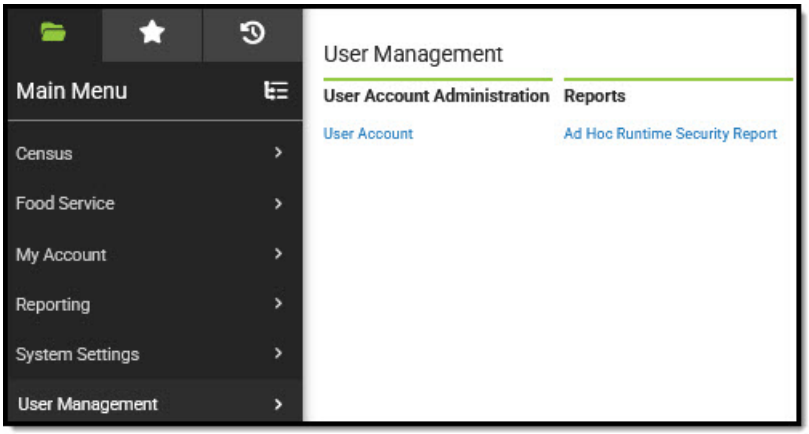
The Business Office Integration tools are not visible by default. See the Business Office Integration User Guide for more information.




| 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 |