Permissions for Jackrabbit Users

Watch a (2:03) video tutorial on Permissions

User Permissions and **Access Restrictions** allow you to safeguard your data by controlling what a Jackrabbit User can see, and what they can do, in your database.

- ⭐ Assign permissions to Jackrabbit User IDs based on job function
- ⭐ Limit a User ID's access so they see only the data related to specific Category1s
- ⭐ Grant access to your database by Location (if you have **multiple Locations** in your database)

Business Scenario

A facility offers two programs, Gymnastics and Cheer. Each of these programs operate separately but they share the database because they share the facility and have many families enrolled in both programs. If a Category 1 value has been added for each program, access to the database can be granted separately for the Gymnastics staff and the Cheer staff. Staff would then have access to only the data related to their program.

User Permissions and Access Restrictions are managed from within each individual User ID profile (*Tools* menu > *Manage Users & Permissions* > Click link to open a User ID profile).
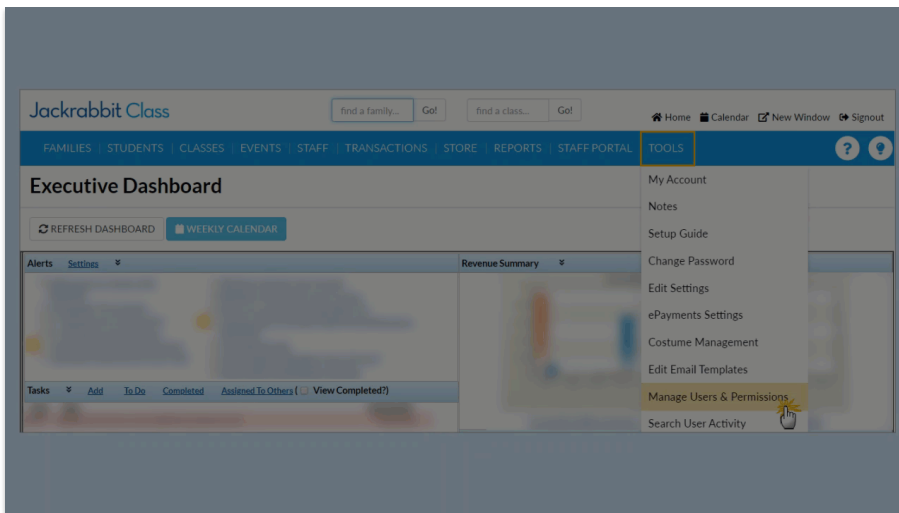
User Permissions

When you add a new Jackrabbit User ID, not all User Permissions are granted (checkboxes selected). This allows you to control who can perform sensitive tasks, or see certain areas of your database.

It is a Best Practice to select one or two Users to be your **System Administrator**(s). Their User IDs will be granted ALL permissions and they should be the only ones tasked with creating new User IDs.

User Permissions are grouped into categories based on the areas of the database they affect. Search fields help you to locate permissions related to the task of the User you are creating/editing.

Example

You are creating a new User ID for Dianne Harris. She will be responsible for email correspondence for your organization.

To find all permissions related to emailing in Jackrabbit, enter the keyword "email" in the *Description* search field. Select the checkboxes for the tasks you want this User ID to have permission to do and **Save Changes**.

User: DIHARRIS

[← RETURN] [💾 SAVE CHANGES] [🗑 DELETE]

- USER DETAILS
- **USER PERMISSIONS**
- USER ACCESS-LOCATIONS
- USER ACCESS-CATEGORY1
- USER ACTIVITY

User Permissions

Below, you can set which menus, screens, reports or functions a User has access to or can perform within Jackrabbit.

[Check All] [Un-check All]

View 1 - 13 of 13   [🖨 Print] [⟳ Refresh]

	Category	User Permission	Setting	Description
	Search	Search		email
1	Families	Email Families & Email Student Schedules	☑	Email families, students and/or instructors and email student schedules. Has access to Notifications page
2	Families	Lead File - Email	☑	Has access to email leads.
3	Classes	Email Class	☑	Ability to send an Email to all parents and students associated to a Class. Must also have permissions to List Classes and View Classes
4	Staff	Email Staff	☑	Has access to email staff.
5	Reports	Email Listing and Family Reports	☑	Can view Email Listing, Family Address Listing,Family Listing Reports, and Family Mailing Labels
6	Reports	Family Statements (Print)	☐	Can print Family Statements (Statements-Email has a separate permission)
7	Reports	Email Statements	☐	Ability to generate HTML statements to be emailed to customers.
8	Reports	Email Bounce Report	☑	Can view Email Bounce Report for family/account, students, staff and user IDs
9	Reports	Emails - Scheduled	☑	Has access to Scheduled Emails
10	Reports	Sent Emails	☑	Can view the Sent Emails report
11	Tools	Edit Email Templates	☑	Has ability to manage (add, update, delete, copy) email templates
12	Tools	Edit Settings, Logo, Announcements	☐	Edit Organization settings (such as address, email,tax rate), logo and announcements.
13	Tools	Send Text Messages	☐	Can send text messages to contacts, students and staff. (also see permission "Email Families")

A User must log out and log back in again to see new permissions take effect.

User Access-Locations

If your database has multiple Locations, the System Administratorcan limit which Family, Student and Class information a User can access based on **Location**. Note: Staff information is not limited by Location.

The Location "ALL LOCATIONS" overrides any other values.

FAMILIES | STUDENTS | CLASSES | EVENTS | STAFF | TRANSACTIONS | STORE | REPORTS | STAFF PORTAL | TOOLS   ❓ 💡

User: STEPHANDREWS

[← RETURN] [💾 SAVE CHANGES] [🗑 DELETE]

- USER DETAILS
- USER PERMISSIONS
- **USER ACCESS-LOCATIONS**
- USER ACCESS-CATEGORY1
- USER ACTIVITY

User Access-Locations

Limit which Family, Student and Class information a user can access based on location. Note: Staff information is not limited by location.
The location "ALL LOCATIONS" overrides any other values.

View 1 - 3 of 3   [🖨 Print] [⟳ Refresh]

	Loc Code	Location Name	Setting
1	ALL LOCATIONS	ALL LOCATIONS	☑
2	EDU	Jackrabbit Education	☐
3	SUP	Jackrabbit Support	☐

User Access-Category 1

From this area, the *System Administrator* can select which class categories the User can access. This is often used if a User is only allowed to enroll students in specific types of classes.

Select the appropriate settings and **Save Changes**.