

Permissions for Jackrabbit Users

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

- ★ 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 Category 1s
 - ★ Grant access to your system by Location (if you have [multiple locations](#))
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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 system.



It is a Best Practice to select one or two Users to be your [System Administrator\(s\)](#). Grant those User IDs with ALL permissions and they should be the only ones tasked with creating new User IDs.

User Permissions are managed from within each individual User ID profile. To adjust a user's permissions, go to the **Gear icon > Settings > Users & Permissions > User IDs** (click on a UserID) **> User Permissions** (left menu).

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

Check out [Protect Your Account - Guidelines for User Permissions](#) for a deeper dive into permissions, including the identification of permissions related to financial information, the permissions that control areas of caution (sensitive information), and the permissions that should be granted with extreme caution (delete records).

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

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

Access Restrictions

To manage User access for Locations and Category 1s, go to the Gear icon > Settings > Users & Permissions > User IDs (click on a UserID).

User Access-Locations

If your system has multiple Locations, the System Administrator can 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.

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.

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	Loc Code	Location Name	Setting
1	ALL LOCATIONS	ALL LOCATIONS	<input checked="" type="checkbox"/>
2	EDU	Jackrabbit Education	<input type="checkbox"/>
3	SUP	Jackrabbit Support	<input type="checkbox"/>

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**.

User: STEPHANDREWS

← RETURN **SAVE CHANGES** DELETE

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

User Access-Category1

Below, you can set which Class Category1 values a User has access to. The category "ALL CATEGORIES" overrides any other values.

Check All Un-check All

Print Refresh

	Category1	Setting
1	ALL CATEGORIES	<input type="checkbox"/>
2	Adult Fitness	<input type="checkbox"/>
3	Camp	<input type="checkbox"/>
4	Costumes	<input type="checkbox"/>
5	Dance	<input checked="" type="checkbox"/>
6	Drop-ins	<input type="checkbox"/>