User Roles in Jackrabbit Care

Last Modified on 04/22/2024 4:17 pm EDT

Each user's role is set up with different permissions and determines access to what an Owner, Administrator, Teacher, or Timeclock user can see and do in the account.
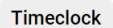

When initiating a Free Trial, the initial user is automatically assigned the Administrator role. The Administrator can add Team Members, but they cannot add an Owner. The Jackrabbit Billing team will add the Owner when the Free Trial is converted to a regular account using the Buy Now button.

|	
Administrator	Assign this role to your site director or administrator dealing with family records and site-level classes. An administrator has the ability to change a staff member's user role or set a User-based Permission. This role is displayed with an Administrator badge `Administrator` .
Timeclock	Assign this role to anyone using the Kiosk to clock in and out. This includes staff and may include parents who work at your facility. This role is displayed with a Timeclock badge `Timeclock` . Note: This user cannot launch the**Kiosk**. ➡ Learn more about**Staff Clock-In/Clock-Out with the Kiosk**.
Owner	This role is assigned when the account is opened by Jackrabbit Care. This person will have full access to all business data at all sites if you have multiple locations for your business. In addition, an owner can change a team member's User Role and enable a User-based Permission. This role is displayed with an Owner badge `Owner` .
Teacher	Assign this role to an in-classroom team member. Teachers have access to see these options on the *Left Menu* (*Dashboard, Families, and Programs & Classes*). For teachers assigned to classes, their classes will appear as cards on the Dashboard with links to Class Details and Enter Class Mode. This role is displayed with a Teacher badge `Teacher` . ➡ Learn more about**Teachers - Sign In, Dashboard, Families & Classes**

Changing a team member's role resets their permissions to the default for their new role, removing any previously assigned user-based permissions on the Permissions tab.

User-Based Permissions

In addition to the system-generated User Roles above, User-based Permissions can be added by an Owner to individual team members by going to **Teachers & Staff** (left menu) > **Profiles** card > **View All Team Members** > Select the staff member card > **Permissions** tab > and toggle the permission to the right to enable.

There are four User-based permissions:

- *Take Attendance* - Toggle the setting to the right to allow the team member to take attendance for the classes they are assigned to.
  - See **Take Attendance in Class Mode** for how team members can take attendance when this permission is enabled.
- *Send Message* - Toggle the setting to the right to allow the team member to send messages to the classes they are assigned to.
  - Team members can then message families by going to **Family Accounts** (left menu) > **Messages** card > **View Messages**.
  - See **Messaging: CircleTime Mobile App** for info on messaging families using the CircleTime™ mobile app.
  - See **Jackrabbit Care Staff Mobile App** for how messaging is used by team members using the mobile app for staff members.
- *Manage Policies* - Toggle the setting to the right to allow the team member to create and edit policies for the organization.
  - See **Create & Manage Policies** to see how team members can manage policies when this permission is enabled.
- *Send Daily Activities* - This permission function is coming soon and will used with our **Jackrabbit Care Staff Mobile App**.

Roger Wilkins

DETAILS   SITES **1**   CLASSES **1**   PERMISSIONS

Take Attendance

Allow this team member to take attendance for a class they are assigned.

Send Message

Allow this team member to send a message to the class they are assigned.

Manage Policies

Allow this team member to create and edit policies.

Send Daily Activities

Allow this team member to log and maintain updates for children in their class