# **User Roles and Permissions**

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Each User in Jackrabbit Care has a specific role that grants them different permissions and determines what actions they can perform within the system. There are five available User roles that team members can be assigned: Owner, Administrator, Site Administrator, Teacher, and Timeclock.

### Expand/Collapse All

#### **User Roles**

See each type of User role below and its main function.

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, enable a User-based Permission, and Manage Business Level Settings. This role is displayed with an Owner badge Owner .
Administrator	Assign this role to your site director or Administrator who handles staffing and sensitive financial information. An Administrator can change a team member's user role or set a User-based permission. Administrators can see all financial and analytical information in your Jackrabbit Care system. This role is displayed with an Administrator badge Administrator .
Site Administrator	Assign this role to your site director or Administrator dealing with family records and site-level classes. A Site Administrator cannot add team members or change existing team member roles and has limited access to Financial Reports and no access to Financial Analytics. Financial Reports Site Administrators can access are limited to: • Balances • Mass Payments • Missing Payment Methods • Online Payment Methods • Tuition By Child This role is displayed with a Site Administrator badge

Teacher	Assign this role to an in-classroom team member. 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 .
Timeclock	Assign this role to anyone using the Kiosk to clock in and out. This includes team members and may include parents who work at your facility. This role is displayed with a Timeclock badge Timeclock .

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, an owner can modify User-based permissions for individual team members. Go to **Teachers & Staff** (left menu) > **Profiles** card > **View All Team Members** > Select the team member's card > **Permissions** tab. Toggle the permission to the right to enable it or to the left to disable it.

There are five User-based permissions:

- *Take Attendance* See **Take Attendance** in **Class Mode** for how team members can take attendance when this permission is enabled.
- Send Message See Messaging to the CircleTime Mobile App or Jackrabbit Care Staff Mobile App for info on messaging families.
- *Manage Policies* See Create & Manage Policies to see how team members can manage policies when this permission is enabled.
- Send Daily Activities See Jackrabbit Care Staff Mobile App for more info on logging class updates through Playfolio.
- Send Daily Sheets See Daily Sheet Snapshot for how team members can log and send Daily Sheet Snapshots.

3221 > Business > Team Member					
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DETAILS SITES 2 CLASSES 2 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					
Send Daily Sheets					
Allow this team member to send Daily Sheets from the Staff App					

## All Permissions by Role

Each User role has different permissions to access Jackrabbit Care. Use the icon legend below and each permission in the tables to identify the access level assigned to different User roles. If no icon is shown for a permission's User role, a team member assigned that User role may not access that permission.

Permission	Description	lcon
Individual Permission	The permission can only be performed by the team member if its accompanying User-based permission is enabled.	8
Site Permission	The team member has the permission only at the sites they are assigned to.	
Business Permission	The team member has the permission for all sites at the business.	

Permission	Description	Timeclock	Teacher	Site Administrator	Administrator	Owner
Manage Enrollments	Enroll a child into a class, view all openings, or move the child between classes.					
Manage Policies	Edit, add, and update policies.	8	8			

#### Family Accounts

Permission	Description	Timeclock	Teacher	Site Administrator	Administrator	Owner
Add Family	Add a new Family.					
Assign Family to Site	Assign and edit sites for a Family.					
View Family Profiles	See all Family Accounts, view details for a Contact, and send CircleTime PIN or password resets.					

Edit Family Profiles	Make changes to Family Accounts, such as updating account names, adding or editing Contacts, and adjusting relationships linked to a Child's record.			
Archive Family Profiles	Move a Family Account to the archived list.			
View Family Address	View a Family's address and all Contacts linked to it.			
View Child Details	View a Child's details.			
Edit Child Details	Make changes to a Child's details record.			
Missing Information	View documents needed for a Child's records.			

View and Send Site Messages	View and send messages to all Families at the site.				
View and Send Messages to Classes	View and send messages for only Families in classes the team member is assigned to.	8	8		
View Hidden Notes	View notes that are flagged Administrators and Owners View Only.				

#### Programs & Classes

Permission	Description	Timeclock	Teacher	Site Administrator	Administrator	Owner
View Programs	View program details and classes.					
Edit Programs	Update, edit, and manage programs including Online Registration forms.					

View Class Details	View class details and enrolled children, including the ability to view or print the class roster.				
Edit Class Details	Update, edit, and configure class details, including online registration.				
View Attendance	View child attendance records at a site.				
Edit Attendance	Record attendance for classes.	8	8		
Send Daily Activities	Log and maintain updates for children in a class.	8	8		
Send Daily Sheets	Send Daily Sheet Snapshots from the Staff App.		8		

Medical & Compliance

Permission Description Timecloc	Teacher	Site Administrator	Administrator	Owner
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Manage File Types	Manage the setup of files and document types used in compliance reporting.				
Manage Immunizations	View and add immunizations for children.				
Add Allergies	Create new allergies in the system.				
View Allergies	View all allergies in the system.				
Time Entries	View and edit time entries.				
Who's Here Now	View everyone at the business currently checked in, including team members and children.		ê	ê	
Where is Everyone	View and use the Where is Everyone? page and Dashboard feature.				

#### Reports & Finances

Permission	Description	Timeclock	Teacher	Site Administrator	Administrator	Owner
View and Manage Transactions	View and manage select financial reports, transactions, invoicing, and information related to billing.			Ê		
View Revenue Summary Reporting	View all financial reports under Analytics, Finances, and on the Site Dashboard.					
View, Edit, and Make Payments	View, edit, and manage a Payer's payment methods as well as apply a payment.					

Teachers & Staff

Permission	Description	Timeclock	Teacher	Site Administrator	Administrator	Owner
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Manage Team Members	Create new team members, edit team member roles, assign team members to sites, and archive team members.			
View Team Member Profiles	View all team member profiles, including archived team members.			
Edit Team Member Profiles	Edit team member profiles, including names. Does not include editing role types assigned to team members.			
Schedules & Payrolls	View team member timecards.			

Settings

Permission	Description	Timeclock	Teacher	Site Administrator	Administrator	Owner
View Business Settings	View business details.					
Manage Account	Edit business details.					

View Sites	View site information and site details.			
Add Sites	Add new sites to the business.			
Edit Sites	Edit site information.			
View Schedules	View schedules at a site.			
Edit Schedules	Create new schedules for a site.			
View Spaces	View spaces at a site.			
Edit Spaces	Create new spaces for a site.			
Manage Kiosk	Edit and manage Kiosk settings for the business.			

**General Navigation** 

PermissionDescriptionTimeclockTeacherSite AdministratorAdministratorOwne	Permission	Description	Timeclock	Teacher	Site Administrator	Administrator	Owner
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Show Enrollment	Show the Enrollment option on the left navigation bar.			
Show Family Accounts	Show the Family Accounts option on the left navigation bar.			
Show Programs & Classes	Show the Programs & Classes option on the left navigation bar.			
Show Medical & Compliance	Show the Medical & Compliance option on the left navigation bar.			
Show Teachers & Staff	Show the Teachers & Staff option on the left navigation bar.			
Show Launch Kiosk	Show the Launch Kiosk option on the left navigation bar.			

View Landing Page Sites	View all sites on the landing page after logging in.			
Breadcrumb Navigation	Show the breadcrumb navigation in the User interface when navigating.			