

Add Admin Review Site Users

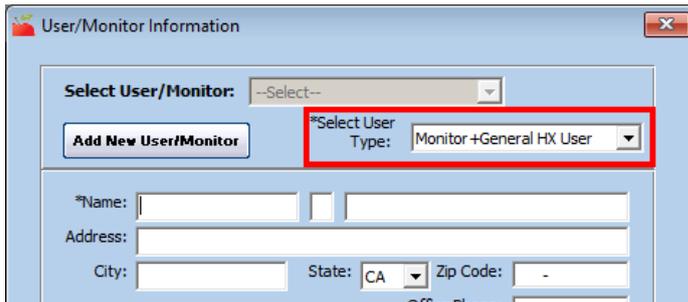
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Before users can access the Admin Review site to configure online review questionnaires, you must set them up as an administrative user.

1. Click the **Providers** menu, and select **Monitors**. The User/Monitors Information window opens.

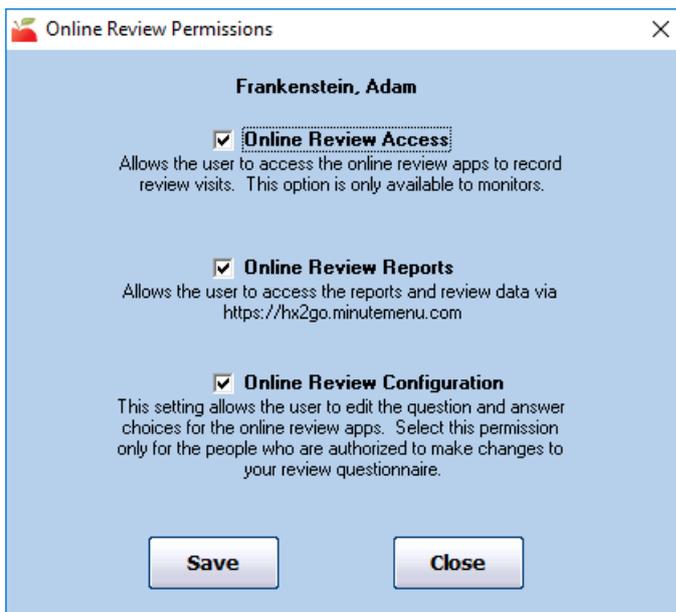
Note: You can also access this window from the **Tools** menu.

2. Click the **Select User/Monitor** drop-down menu and select the user to update.
3. Click the **Select User Type** drop-down menu and select **Monitor+General HX User**.



The screenshot shows a window titled "User/Monitor Information". At the top, there is a "Select User/Monitor:" dropdown menu currently showing "--Select--". Below it is a button labeled "Add New User/Monitor". To the right of this button is another dropdown menu labeled "*Select User Type:" which is highlighted with a red rectangular box and currently shows "Monitor+General HX User". Below these are several input fields: "Name:" with a text box, "Address:" with a text box, "City:" with a text box, "State:" with a dropdown menu showing "CA", and "Zip Code:" with a text box.

4. Click **Save**.
5. Click **Online Review**. The Online Review Permissions dialog box opens.



The screenshot shows a dialog box titled "Online Review Permissions" for user "Frankenstein, Adam". It contains three checked checkboxes with descriptions: "Online Review Access" (Allows the user to access the online review apps to record review visits. This option is only available to monitors.), "Online Review Reports" (Allows the user to access the reports and review data via https://hx2go.minutemenu.com), and "Online Review Configuration" (This setting allows the user to edit the question and answer choices for the online review apps. Select this permission only for the people who are authorized to make changes to your review questionnaire.). At the bottom, there are two buttons: "Save" and "Close".

6. Check the **Online Review Configuration** box.
7. Click **Save**. The user you updated can now configure the review questionnaire at <https://reviewadmin.minutemenu.com/Account/LogOn>. The user logs in with the same credentials they use to access Minute Menu HX.