



Staff Permissions

What are the differences and how to decide!

There are four levels of permission on the Blossom platform:

- Director
- National Administrator
- Finance Administrator
- Area Manager

There are six levels of permission on the Blossom platform:

- Manager
- Deputy Manager
- Administrator
- Room Leader
- Senior Practitioner
- Practitioner

When choosing which roles suit your staff members we always suggest focusing on the functionality rather than the title. For example a competent Level 3 Practitioner, may suit the access levels of a Room Leader etc. And guess what? There is no limit to how many of each role you may have!

Nursery Staff Permissions

Feature	Manager	Coming Soon	Learning Plus Business feature only	Room Leader	Senior Practitioner	Practitioner
		Deputy Manager	Administrator			
Log in and authorise devices	Self-Authorise and remotley authorise devices	Self-Authorise and remotley authorise devices	Log in through approved devices only	Log in through approved devices only	Log in through approved devices only	Log in through approved devices only
Observations and reports	Approve and edit all observations and reports	Approve and edit all observations and reports	-	Approve their own and practitioner's observations and reports	Write and send for approval	Write and send for approval
Diaries	Create, approve and send diary information	Create, approve and send diary information	-	Create, approve and send diary information	Create and input diary information	Create and input diary information
Sharing with parents	Approve diaries, golden moment observations and reports	Approve diaries, golden moment observations and reports	-	Approve diaries, golden moment observations and reports	Can submit golden moment observations and reports for approval	Can submit golden moment observations and reports for approval
Child profiles	Add children and update profile information	Add children and update profile information	Add children and update profile information	Add children and update profile information	View child profile information	View child profile information
Child sessions	Add current, future and extra sessions to children	Add current, future and extra sessions to children	Add current, future and extra sessions to children	-	View sessions to children	-
Extra items	Can add, remove, archive extra items in the child's profile	Can add, remove, archive extra items in the child's profile	Can add, remove, archive extra items in the child's profile	-	-	-
Register	Mark children in/out or absent, add comments and extra sessions	Mark children in/out or absent, add comments and extra sessions	Mark children in/out or absent, add comments and extra sessions	Mark children in/out or absent and add comments	Mark children in/out or absent and add comments	Mark children in/out or absent and add comments
Staff	Add and edit staff profiles	Add and edit staff profiles	Add and edit staff profiles	Edit their own profile	Edit their own profile	Edit their own profile
Rooms	Create and amend rooms	Create and amend rooms	Create and amend rooms	-	-	-
Access logs	Monitor access logs	Monitor access logs	-	-	-	-
Nursery settings	Add and update sessions and terms	-	Add and update sessions, terms and funding	-	-	-
Invoice settings	Update invoice settings	-	Update invoice settings, add sessions and add extra items	-	-	-
Invoicing & Financial Reports	Create invoices and view accounts and reports	Create invoices and view accounts and reports	Create invoices and view accounts and reports	-	-	-
Reports	View and export operational reports	View and export operational reports	View and export operational reports	-	-	-
Occupancy Reporting	View occupancy reports and planners	View occupancy reports and planners	View occupancy reports and planners	-	-	-