

Manager Permissions

Follow the steps below to add manager permissions to existing Sage staff care member profiles.

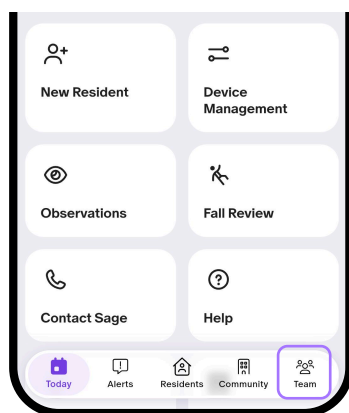
If you have any issues adding staff or updating permissions, please reach out by calling Sage Support (856-329-7813) or email support@sagehealth.com



Manager permissions in Sage provide full access to edit all staff and resident data. It is not recommended to provide access to non Management staff at your community.

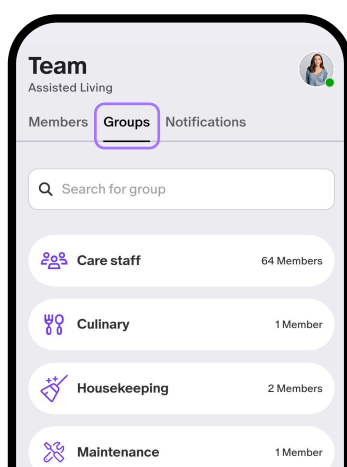
1

Once the staff member's profile has been created, tap the **Team** tab found in the navigation bar.



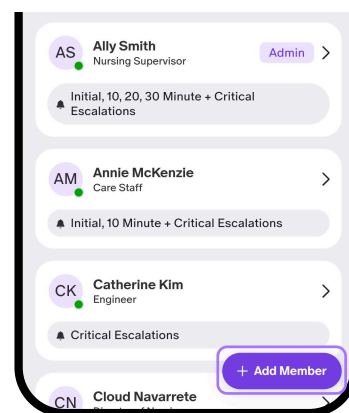
2

First tap **Groups** from the top of the screen then tap the **Management group** to continue.



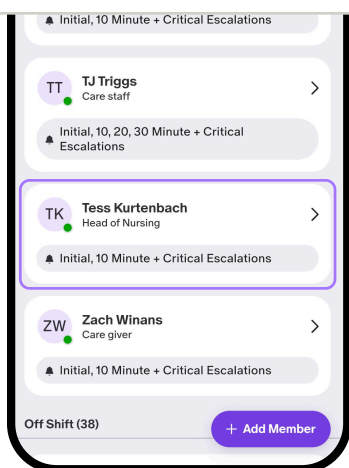
3

Tap **Add Member** to search for and add the staff member if they are not currently in the group.



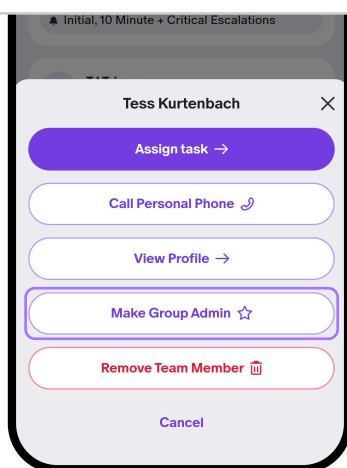
4

Next, tap on the team member in the Management group menu.



5

Tap on the **Make Group Admin** button.



6

The care team member now has full **Management Admin** permissions.

