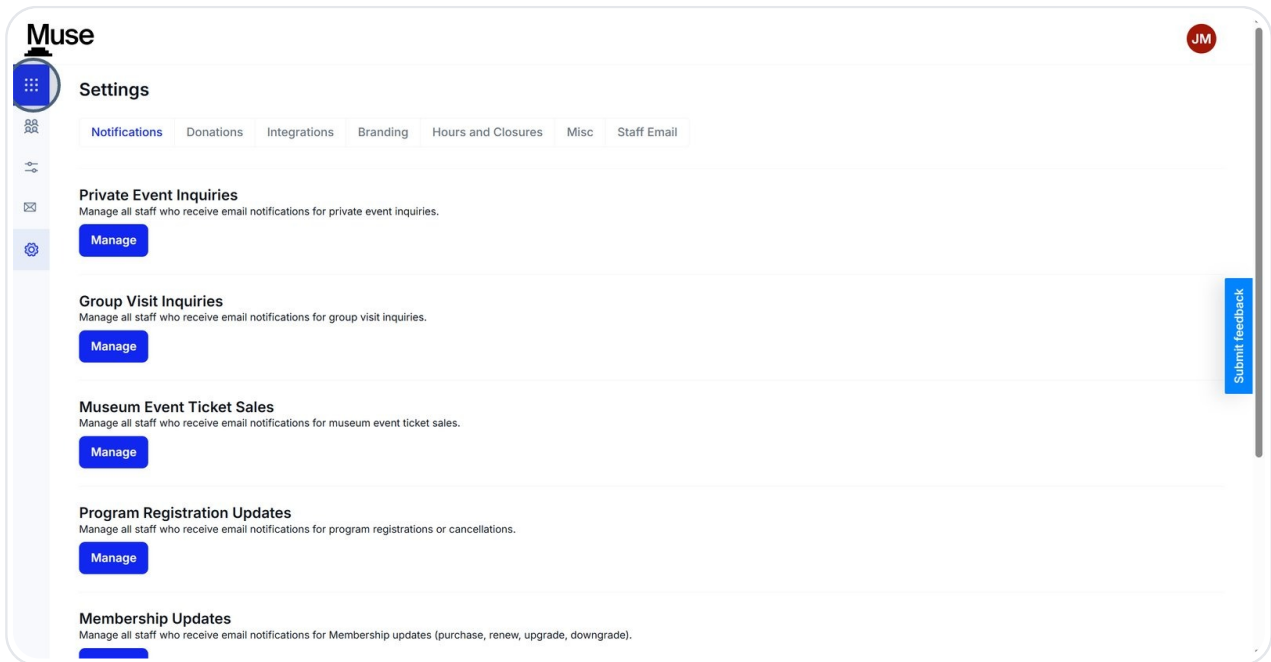


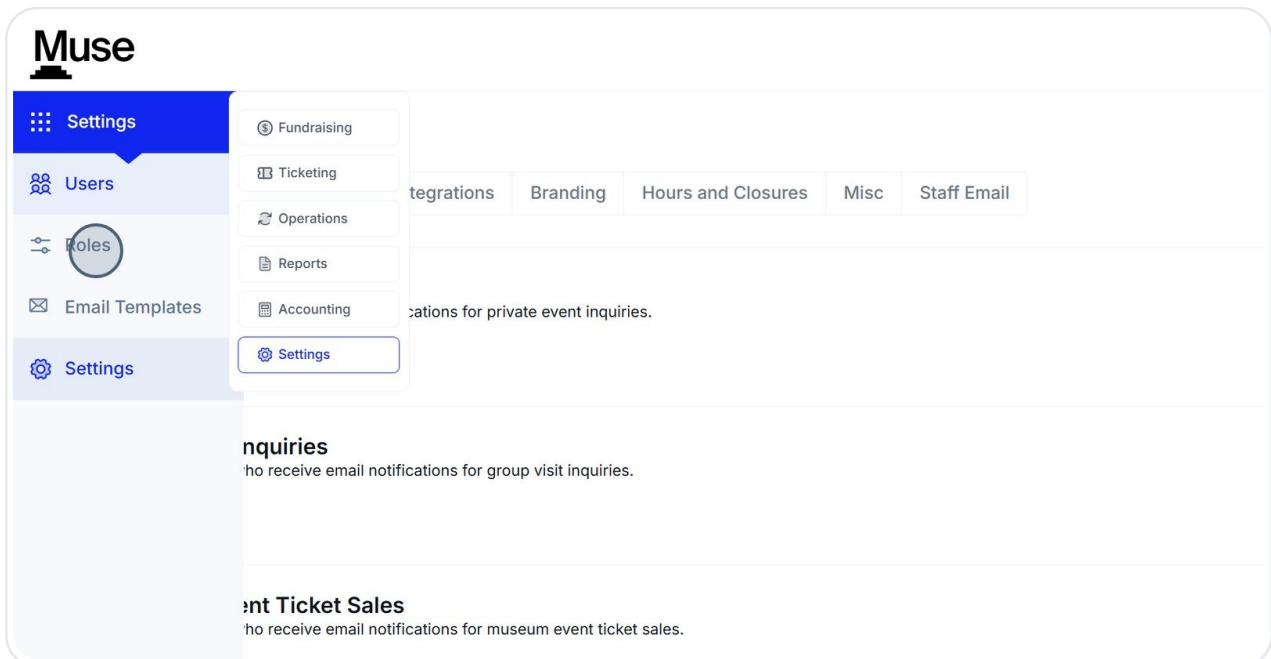
Muse

Roles

1. Click the blue North Star icon.



2. Click the "Roles" menu option from within the admin settings menu.



3. The "Operations" role has permissions to view and manage venues, group visits, inventory, and operational rules.

Muse

Roles

New role

Name	Description	Team Members	Status
Operations	Venue management, group visits, inventory, and configure operational rules	No team members	Active
Museum Floor Manager	Museum floor manager, can view Floor Admin tab	No team members	Active
Fundraising	Manages fundraising constituents, campaigns, donations, and can view ticketing reports.		Active
Ticketing	Manage ticket sales, types, and pricing rules	No team members	Active
Accounting	Configure accounting rules and view reports	No team members	Active
Museum Admin	Access to all modules	+ 23	Active
Museum Floor Staff	Museum floor ticket scanning, admissions, and retail sales.	No team members	Active
Front Desk		No team members	Active
Trent Test Role	Testing the custom roles	No team members	Active

Submit feedback

4. The "Museum Floor Manager" role has permissions to view and edit the Floor Admin tab.

Muse

Roles

Name	Description
Operations	Venue management, group visits, inventory, and configure operational rules
Museum Floor Manager	Museum floor manager, can view Floor Admin tab
Fundraising	Manages fundraising constituents, campaigns, donations, and can view ticketing reports.
Ticketing	Manage ticket sales, types, and pricing rules
Accounting	Configure accounting rules and view reports
Museum Admin	Access to all modules
Museum Floor Staff	Museum floor ticket scanning, admissions, and retail sales.
Front Desk	

5. The "Fundraising" role has permissions to view and edit fundraising constituents, campaigns, donations and ticketing reports.

Muse

Roles

Name	Description
Operations	Venue management, group visits, inventory, and configure operational rules
Museum Floor Manager	Museum floor manager, can view Floor Admin tab
Fundraising	Manages fundraising constituents, campaigns, donations, and can view ticketing reports.
Ticketing	Manage ticket sales, types, and pricing rules
Accounting	Configure accounting rules and view reports
Museum Admin	Access to all modules
Museum Floor Staff	Museum floor ticket scanning, admissions, and retail sales.
Front Desk	
Trent Test Role	Testing the custom roles

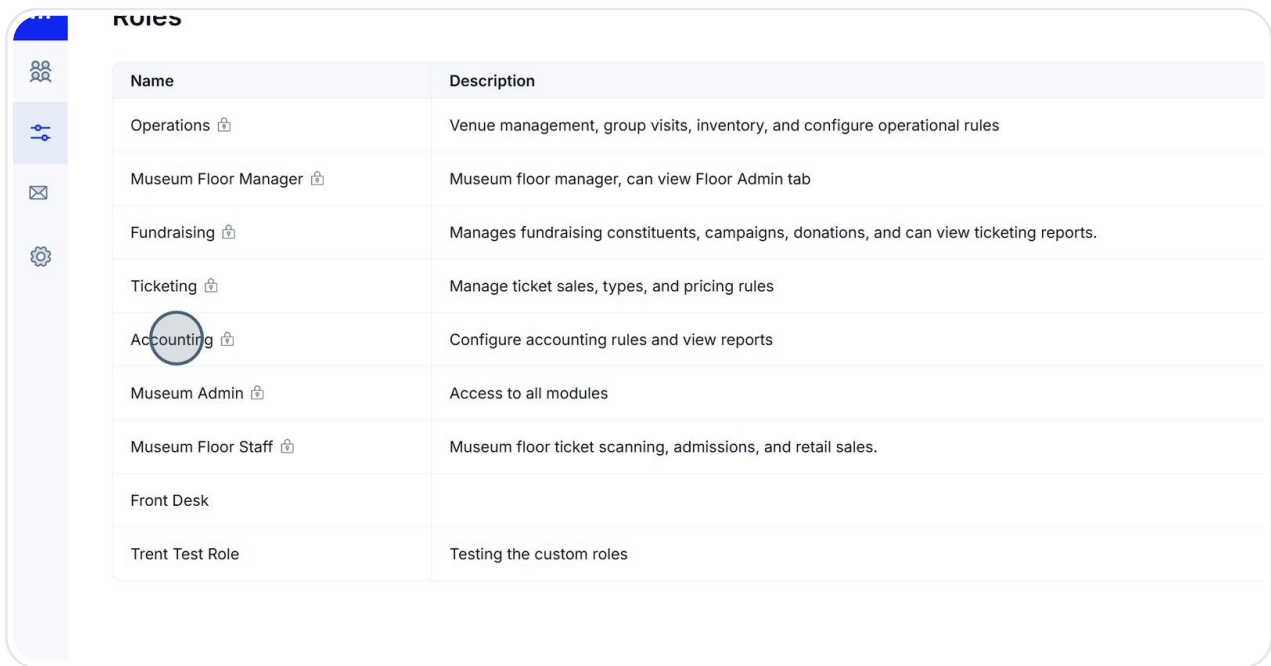
6. The "Ticketing" role has permissions to view and manage ticket sales, types and pricing rules.

Muse

Roles

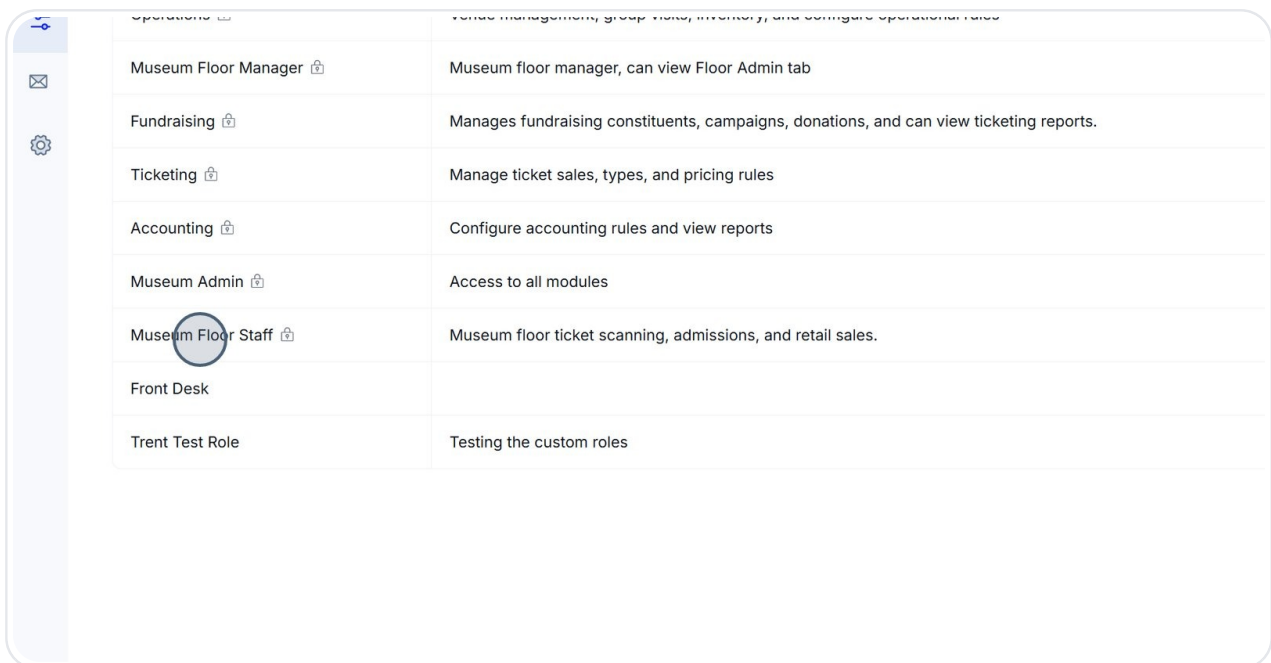
Name	Description
Operations	Venue management, group visits, inventory, and configure operational rules
Museum Floor Manager	Museum floor manager, can view Floor Admin tab
Fundraising	Manages fundraising constituents, campaigns, donations, and can view ticketing reports.
Ticketing	Manage ticket sales, types, and pricing rules
Accounting	Configure accounting rules and view reports
Museum Admin	Access to all modules
Museum Floor Staff	Museum floor ticket scanning, admissions, and retail sales.
Front Desk	
Trent Test Role	Testing the custom roles

7. The "Accounting" role has permissions to configure accounting rules and view reports.



Name	Description
Operations 	Venue management, group visits, inventory, and configure operational rules
Museum Floor Manager 	Museum floor manager, can view Floor Admin tab
Fundraising 	Manages fundraising constituents, campaigns, donations, and can view ticketing reports.
Ticketing 	Manage ticket sales, types, and pricing rules
Accounting 	Configure accounting rules and view reports
Museum Admin 	Access to all modules
Museum Floor Staff 	Museum floor ticket scanning, admissions, and retail sales.
Front Desk	
Trent Test Role	Testing the custom roles

8. The "Museum Floor Staff" role has permissions for museum floor ticket scanning, admissions and retail sales.



Operations 	Venue management, group visits, inventory, and configure operational rules
Museum Floor Manager 	Museum floor manager, can view Floor Admin tab
Fundraising 	Manages fundraising constituents, campaigns, donations, and can view ticketing reports.
Ticketing 	Manage ticket sales, types, and pricing rules
Accounting 	Configure accounting rules and view reports
Museum Admin 	Access to all modules
Museum Floor Staff 	Museum floor ticket scanning, admissions, and retail sales.
Front Desk	
Trent Test Role	Testing the custom roles

9. The "Museum Admin" role has permissions to view and edit all modules of Muse. We recommend that all team members involved in implementation have this role.

Name	Description
Operations 	Venue management, group visits, inventory, and configure operational rules
Museum Floor Manager 	Museum floor manager, can view Floor Admin tab
Fundraising 	Manages fundraising constituents, campaigns, donations, and can view ticketing reports.
Ticketing 	Manage ticket sales, types, and pricing rules
Accounting 	Configure accounting rules and view reports
Museum Admin 	Access to all modules
Museum Floor Staff 	Museum floor ticket scanning, admissions, and retail sales.
Front Desk	
Trent Test Role	Testing the custom roles

10. It is recommended that you use the available default roles for any users you invite to the portal.

Muse				
Roles				
Name	Description	Team Members	Status	
Operations 	Venue management, group visits, inventory, and configure operational rules	No team members	Active	⋮
Museum Floor Manager 	Museum floor manager, can view Floor Admin tab	No team members	Active	⋮
Fundraising 	Manages fundraising constituents, campaigns, donations, and can view ticketing reports.		Active	⋮
Ticketing 	Manage ticket sales, types, and pricing rules	No team members	Active	⋮
Accounting 	Configure accounting rules and view reports	No team members	Active	⋮
Museum Admin 	Access to all modules	 + 23	Active	⋮
Museum Floor Staff 	Museum floor ticket scanning, admissions, and retail sales.	No team members	Active	⋮
Front Desk		No team members	Active	⋮
Trent Test Role	Testing the custom roles	No team members	Active	⋮

11. However, if you feel that you need additional Roles, you can click the blue "New role" button on the top-right of the screen to create a custom role.

JM

New role

	Team Members	Status	
o visits, inventory, and configure operational rules	No team members	Active	⋮
an view Floor Admin tab	No team members	Active	⋮
stituents, campaigns, donations, and can view ticketing reports.		Active	⋮
s, and pricing rules	No team members	Active	⋮
s and view reports	No team members	Active	⋮
	 + 23	Active	⋮
ing, admissions, and retail sales.	No team members	Active	⋮
	No team members	Active	⋮

Submit feedback

12. Provide a name and description for the new role and click "Create Role".

JM

New role

Create a Role

Name

Description

Cancel

Create Role

	Team Members	Status	
	No team members	Active	⋮
	No team members	Active	⋮
		Active	⋮
	No team members	Active	⋮
	No team members	Active	⋮
	 + 23	Active	⋮
Museum floor ticket scanning, admissions, and retail sales.	No team members	Active	⋮
	No team members	Active	⋮
Testing the custom roles	No team members	Active	⋮

Submit feedback

13. From there, you'll be directed to the Role Settings screen where you can give "Edit access" or "No access" to any feature in Muse.

Muse

Roles

Name

Front Desk

Description

Fundraising Permissions

Permissions	Description	Access
Dashboard		Custom
Constituents	View and manage donor/member information	Edit access
Campaigns	Create and manage fundraising campaigns	No access
Donations	Process and record donations	No access
Events	Manage fundraising events	No access
Tasks		No access
Reports		No access
Settings		No access

Ticketing Permissions

Permissions	Description	Access
Dashboard		No access

New role

Team Members

Status

No team members

Active

No team members

Active

Active

No team members

Active

No team members

Active

+ 23

Active

No team members

Active

No team members

Active

No team members

Active

Submit feedback

14. Next, the "Default module after login" allows you to configure the landing page for any user with this assigned role. Muse will automatically open to this module upon staff login. Your landing page options will depend on the features that have been granted access for this role.

Muse

New role

Roles

- Name
- Operations
- Museum Floor Manager
- Fundraising
- Ticketing
- Accounting
- Museum Admin
- Museum Floor Staff
- Front Desk
- Trent Test Role

Journal Entries	No access
Settings	No access
Review	No access

Reports	Description	
Dashboard		No access
Reports		No access
Saved Reports		No access

Museum Admin	Description	
Users	Manage user accounts	No access
Roles	Configure roles and permissions	No access
Email Templates	Manage email template content	No access
Settings	Modify system configuration	No access

Default module after login

Cancel
Save Changes

Team Members

No team members Active

No team members Active

No team members Active

No team members Active

No team members Active

+ 23

No team members Active

No team members Active

No team members Active

Submit feedback

15. Click "Save Changes" when finished.

No access

No access

Description

No access

Manage user accounts

No access

Configure roles and permissions

No access

Manage email template content

No access

Modify system configuration

No access

Sale

Cancel

Save Changes

16. To manage any of your existing roles, click the vertical ellipses to Edit or Clone. Options to Make Inactive and Delete exist for custom roles only.

	Description	Team Members	Status	
	Venue management, group visits, inventory, and configure operational rules	No team members	Active	⋮
† Manager ⓘ	Museum floor manager, can view Floor Admin tab	No team members	Active	⋮
}	Manages fundraising constituents, campaigns, donations, and can view ticketing reports.		Active	⋮
	Manage ticket sales, types, and pricing rules	No team members	Active	⋮
	Configure accounting rules and view reports	No team members	Active	⋮
in ⓘ	Access to all modules	+ 23	Active	⋮
† Staff ⓘ	Museum floor ticket scanning, admissions, and retail sales.	No team members	Active	⋮
		No team members	Active	⋮
e	Testing the custom roles	No team members	Edit	
			Clone	
			Make Inactive	
			Delete	