

How To Guide - User Account Types

There are many different user types defined in the system and each has different levels of access to the application.

Application User Types

System Administrator:

A "**System Administrator**" user is able to access all screens in the application and can create & edit schedules, menus, suppliers, products, staff, classes, users, students, and print any report. This user **will require a second account as a "Parent"** for managing their children.

Application Administrator:

This user type can access everything a "System Administrator" level user can except they cannot access the email broadcast system. This user **will require a second account as a "Parent"** for managing their children.

Schedule Team:

This user type can access everything an "**Application Administrator**" level user can except they are limited to which schedules they can access. When a schedule is created it is possible to limit which "**Schedule Team**" users have access to the schedule and menus. This user **will require a second account as a "Parent"** for managing their children.

Administration Team:

This user type can access everything an "**Application Administrator**" level user can except they cannot create or edit users, classes or staff. This user type is able to edit schedules and menus and generate supplier orders, post payments and print all reports. This user type can also edit and verify students and enter student orders. This user is **also "Parent"** user and does not require two accounts.

Financial:

A **Financial** user has access to the reports menu and can post payments. This user can also access the email broadcast system. This user **will require a second account as a "Parent"** for managing their children.

Financial Team:

This user can do everything the **Financial** user can but also has access to the schedules to produce daily reports. This user is **also "Parent"** user and does not require two accounts.

Volunteer Administrator:

Can only access the volunteer reports for each menu date and the email broadcast system.



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Communications Administrator:

The "**Communications Administrator**" user does not have access to the administration, the schedules or menus. This user can manage the documents, the page content and has access to the email broadcast system. This user **will require a second account as a "Parent"** for managing their children.

Supplier:

The "**Supplier**" user is created through the supplier administration. Once a supplier is assigned a user id and password they will be able to login and access the Supplier Dashboard to generate Supplier Orders, Labels and Supplier Order Spreadsheets.

Parent:

A "**Parent**" user can access their own account that they create by registering on your web site. Once they have registered they can login and add and edit their students and place orders in any active schedules. "Parent" users can also view their transaction history and once their students are verified they can access the on-line class lists if your school enables class lists.

Staff:

A "**Staff**" user account is created automatically when a staff person is entered into the system. "**Staff**" users can login, view their class contact information, place orders for themselves. If the system is configured to allow children in Staff accounts then these users can add their own children under their account and place orders for their children.