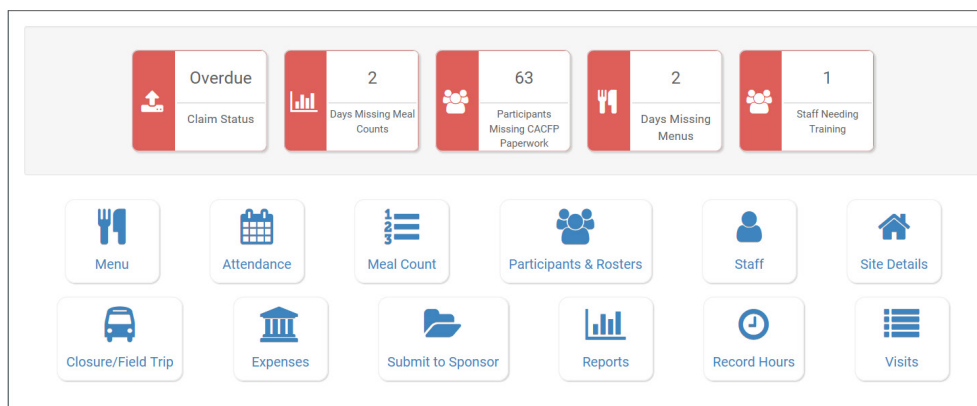


Site-level users can be assigned one of three roles:

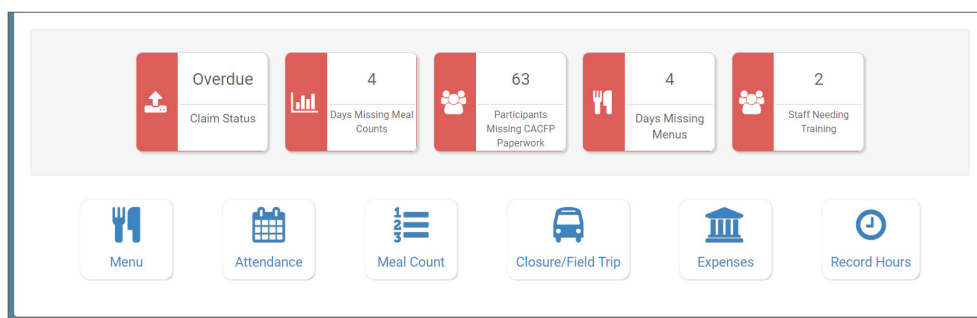
- Site Manager/Director
- Staff
- Kitchen Staff

The dashboard for a Site Manager/Director looks like this:



Site Manager/Directors have full access to all features, including the ability to view confidential household income eligibility status information.

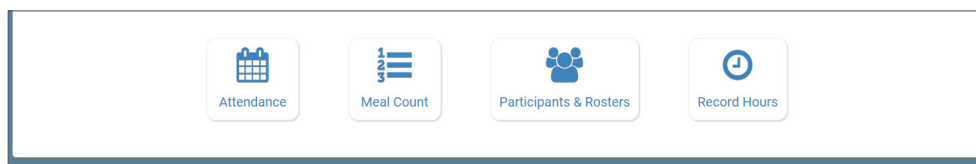
The dashboard for a Kitchen Staff looks like this:



While kitchen staff have access to the “Participants & Rosters” button, they do not have the ability to view confidential household income eligibility status information. They are able to see the effective dates of an income form, but not the status (A-Free/B-Reduced/C-Paid). They are also not able to add an income form. This is what their Household Income view looks like:

Household Income Statement	
First effective month	Last effective month
08/01/2018	08/31/2019

The dashboard for a Staff looks like this:



As with kitchen staff users, staff cannot see confidential household income eligibility status information. Refer to the permissions matrix for a detailed list of the functionality for each user type.

Site-level users can be set to either Active or Inactive status.

To change the status of a site-level user:

- Click on “Staff” on the main dashboard.
- Click on the name of the staff member..
- Under Status, select either Active or Inactive.
- Click “Save”.
- **Note:** if a staff member is set to Inactive, they will receive the following message when trying to login: “Invalid username and/or password.”

