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| **Dashboard Permissions** | **Permission Definition** | **Franchisee Access** | **Manager/Shift Lead Access** | **Crew****Access** |
| Orders | Grants permission to view orders. User will be able to see open orders (orders that have been placed but not picked up or delivered yet) and will be able to search for past orders they have access to. Users will be able to see customer details, order information, and view the credit card type used (if applicable). | **X** | **X** | **X** |
| Reports | Grants permission to adjust orders. The user can adjust the subtotal down or refund the entirety of the check. The user must have access to the Orders section on Dashboard to perform any adjustments. | **X** | **X** |  |
| Settings | Grants permission to view and edit store settings. This includes the store name, address, time zone, and store hours. If the store is POS integrated users will also be able to place basket tests and view the POS configurations for that store. | **X** | **X** |  |
| Disable Stores | Permission to disable and re-enable a store for online ordering. | **X** | **X** |  |
| Store Menu | Grants permission to view and edit store menus. The user would be able to add or remove items from the store. The user cannot create new items or change existing items but can add or remove items/modifiers from a specific store menu. If the user has Company level menu access, they can create new categories, items, and modifiers in addition to changing existing products on the menu. | **X** | **X** | **X** |
| Adjustments | Grants permission to adjust orders. The user can adjust the subtotal down or refund the entirety of the check. The user must have access to the Orders section on Dashboard to perform any adjustments. | **X** | **X** |  |
| Billing | Grants permission to view invoices and edit the billing settings for Olo's monthly store fees. Olo automatically generates invoices at the beginning of the month when collecting fees for the previous month. Access to Billing allows the user to view PDF invoices for the store they have access to. | **X** |  |  |
| Edit Prices | Grants permission to edit menu prices. User must have access to the Menus section of Dashboard to utilize this. Only applicable to non-POS integrated brands who manually add pricing | **X** |  |  |
| Fraud Settings | Grants permission to view fraud reports and manage fraud settings. This allows users to turn on Olo's Shield tools for stores and allow the user to ban people from placing orders at locations where Shield is activated. Users will also have access to whitelist certain email addresses. | **X** |  |  |
| Expo | Grants permission to manage Expo users, settings, and devices on a vendor level. | **X** |  |  |
| Rails Settings | Grants permission to view and manage Rails marketplace access on a per store basis across all Rails providers. | **X** |  |  |