02 User & Role Maintenance

[??]ID???: 96 | ???: ???? | ?????: Thu, Nov 30, 2017 11:02 AM

User & Role Maintenance

Various sub-users are allowed to operate on SoldEazy simultaneously. You may also set different authorizations for different users.

- 1. How to create a role with a specific authorization?
- 2. How to create a new user?
 - 1. How to create a role with a specific authorization?
 - Login to SoldEazy and go to **Preference > Role Maintenance**



I.

II. Click the <Create a Role> button on the top right corner.

| User Role Details | | | | Create a Role Help |
|-------------------|--------------|--------------------------|------------|--|
| 25 • | - | | | 18 Records - Pres 1 head - |
| Role Na | Eng T adm | access right of the user | Chis Title | Access System-Admin : eBay Accounts, User Management, Role Management, ChartEazy(SKU Ch Listing : Active Listing, Datasheet, Job, Listing History Listing-Admin : Business Profile, Fitment Profile, Export Profile, Attribute Class Product : SKU Management, Stock Level, Warehouse Design : Template Designer, Eazygallery Designer, Shopfront Designer Sales : ChartEazy(Sales Charts) |
| 206 | demo | demo | demo | System-Admin : eBay Accounts, User Management, Role Management, ChartEazy(SKU Ch Usting-Admin : Business Profile, Fitment Profile, Earnet Dudit - United Col- Listing : Active Listing, Datasheet, Job. Listing Product : SKU Management, Stock Level, War Design : Template Designer, Eazygallery Desig Sales : ChartEazy(Sales Charts) |
| | 41171 | | | Design - Translate Designer Canada - Designer Charlest Designer |

III.

Fill in the basic information for the new role, access rights, and the authorized eBay accounts. Click <Save> if y

User Role Details

| Field Name | Field Value |
|------------|--|
| Eng Title | |
| Cht Title | |
| Chs Title | |
| Access | System-Admin : eBay Accounts, User Management, Role Management, ChartEazy(SKU Charts). Shop Categor Listing-Admin : Business Profile. Fitment Profile, Export Profile, Attribute Class Listing : Active Listing. Datasheet, Job, Listing History Product : SKU Management, Stock Level, Warehouse Design : Template Designer, Eazygallery Designer, Shopfront Designer Sales : ChartEazy(Sales Charts) Traffic : ChartEazy(Traffic Charts) |
| EbayAC | PGTEST HC CT |

2. How to create a new user?

Login to SoldEazy and go to **Preference > User Maintenance**

I.

| Preference | Help 🗢 | |
|--|----------------|------------|
| Account Mas | ter | |
| Role Mainten | ance | |
| User Mainten | ance | |
| Client Profile | | |
| Subscriptions | & Billing | |
| Click <create a<="" td=""><td>a User>to crea</td><td>te a new i</td></create> | a User>to crea | te a new i |

| User A | Account Detai | ls | | |
|--------|---------------|---------------|----------------|---|
| 25 • | | | | - |
| | User No. | Role No. | Usemame | |
| | 596 | Designer Team | clover03_alice | |
| 2 | 410 | Mkt_Officer | clover03_amy | |
| 1 | 585 | Mkt_Officer | clover03_ceci | |
| 8 | 347 | Mkt Officer | clover03 chris | |

II.

I.

Fill in the information and click Save> and the new user is able to login to SoldEazy.

| User Account Details | | | |
|----------------------|-------------|--|--|
| | | | |
| Field Name | Field Value | | |
| | | | |

| Role No. | | |
|----------|-------------------|--|
| Usemame | clover03_soldeazy | |
| Password | | |
| Nickname | | |

1 Choose the role you just created for the **Role No.**



1 **User Name** is the login ID of the sub-user.

| | SoldEgzy Your Best Online Business Partner |
|-------|---|
| 登入 | |
| 00940 | clover03_katina |
| 0.00 | |
| _ | 22入 盆圃 |

III.

Click the pencil icon for modification

User Account Details

| 25 • | | | | |
|------|----------|---------------|---------|-----|
| | User No. | Role No. | Usemame | i i |
| | 596 | Designer Team | | |
| 2 | 410 | Mkt_Officer | | |
| 1 | 50. | Mkt Officer | | |

** End **

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