

02 User & Role Maintenance

96 | 96 | 96: Thu, Nov 30, 2017 11:02 AM

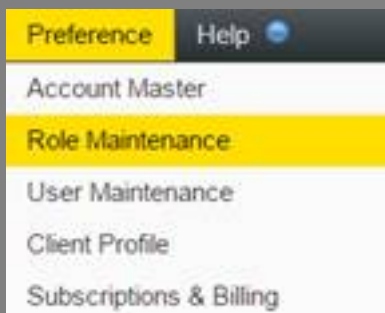
User & Role Maintenance

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?

- I. Login to SoldEazy and go to **Preference > Role Maintenance**



- II. Click the <[Create a Role](#)> button on the top right corner.

User Role Details

[Create a Role](#) [Help](#)
 18 Records - [Previous] [Next]

Role No.	Eng Title	Chs Title	Access
12	adm	admin	System-Admin : eBay Accounts, User Management, Role Management, ChartEazy(SKU Charts) 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)
206	demo	demo	System-Admin : eBay Accounts, User Management, Role Management, ChartEazy(SKU Charts) 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)

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	
Chs Title	
Access	<input type="checkbox"/> System-Admin : eBay Accounts, User Management, Role Management, ChartEazy(SKU Charts), Shop Categories <input type="checkbox"/> Listing-Admin : Business Profile, Fitment Profile, Export Profile, Attribute Class <input type="checkbox"/> Listing : Active Listing, Datasheet, Job, Listing History <input type="checkbox"/> Product : SKU Management, Stock Level, Warehouse <input type="checkbox"/> Design : Template Designer, Eazygallery Designer, Shopfront Designer <input type="checkbox"/> Sales : ChartEazy(Sales Charts) <input type="checkbox"/> Traffic : ChartEazy(Traffic Charts)
EbayAC	<input type="checkbox"/> PGTEST <input type="checkbox"/> HC <input type="checkbox"/> CT

2. How to create a new user?

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

Preference Help

- Account Master
- Role Maintenance
- User Maintenance**
- Client Profile
- Subscriptions & Billing

I. Click <[Create a User](#)> to create a new user.

User Account Details

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	User No.	Role No.	Username	N
	596	Designer Team	clover03_alice	
	410	Mkt_Officer	clover03_amy	
	585	Mkt_Officer	clover03_ceci	
	347	Mkt_Officer	clover03_chris	



II. 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.	<input type="text"/>
Username	clover03_soldeazy
Password	*****
Nickname	<input type="text"/>

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

Role No.	<input type="text"/>
Username	<input type="text"/>
Password	Mkt_Officer_PM
Nickname	Mkt_Officer_JP
	Mkt_Officer
	Designer_Sam

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



登入

用戶名: clover03_katina




密碼: *****

登入 註冊

III. Click the pencil icon for modification

User Account Details

25 ▾

	User No.	Role No.	Username
	596	Designer Team	
	410	Mkt_Officer	
	583	Mkt_Officer	

**** End ****

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??URL: <https://www.soldeazy.com/support/article.php?id=96>