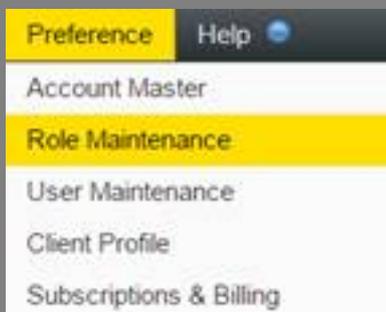# 02 User & Role Maintenance

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

25 ▼				18 Records « Prev 1 Next »
☐	Role No.	Eng T...	Chs Title	Access
✎	12	admin	admin	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... Listing-Admin : Business Profile, Fitment Profile, Export Profile, Attribute Class Listing : Active Listing, Datasheet, Job, Listing... Product : SKU Management, Stock Level, War... Design : Template Designer, Eazygallery Desi... Sales : ChartEazy(Sales Charts)

The access right of the user

The eBay accounts that the user can access

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?

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

	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.	▼
Username	clover03_soldeazy
Password	••••••••
Nickname	

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

Role No.	▼
Username	
Password	Mkt_Officer_PM
	Mkt_Officer_JP
Nickname	Mkt_Officer
	Designer_Sam

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

登入

用戶名：clover03_katrina

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		
✏		585	Mkt Officer		

∗∗ End ∗∗