# 02 User & Role Maintenance

User & Role <u>Maintenance</u>

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?

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1. How to create a role with a specific authorization?

I.   Login to SoldEazy and go to **Preference > Role Maintenance**
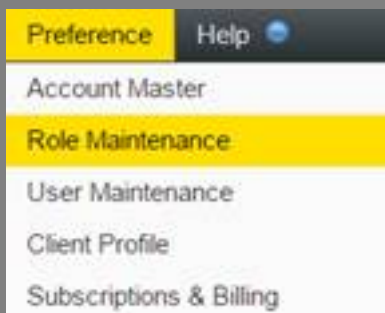
II.   Click the <Create a Role> button on the top right corner.

User Role Details

Create a Role   Help

	Role No.	Eng T...		Chs Title	Access
✏	12	adm...		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 Cla...
					Listing : Active Listing, Datasheet, Job, Listing...
					Product : SKU Management, Stock Level, Wa...
					Design : Template Designer, Eazygallery Desi...
					Sales : ChartEazy(Sales Charts)

The access right of the user

The eBay accounts that the user can access

25 ▾   18 Records ‹ Prev **1** Next ›

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**

I. Click <Create a User>to create a new user.

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

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

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

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		

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