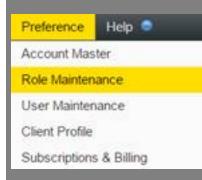
02 User & Role Maintenance

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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 Rol	e Details			Create a Role Help
25 •	-		-	18 Records - Pres 1 Head -
Role Na	Eng T The	access right of the user	Chis Title admin	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 Deally, Ambuda Ch Usting : Active Listing, Datasheet, Job. Listing Product : SKU Management, Stock Level, War Design : Template Designer, Eazygallery Desig Sales : ChartEazy(Sales Charts)
	41110			Review - Translate Devices - Francisco - Devices - Devices

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 Master	
	Role Maintenance	
	User Maintenance	
	Client Profile	
	Subscriptions & Bill	ling
I.	Click <create a="" user=""></create>	to create a new i

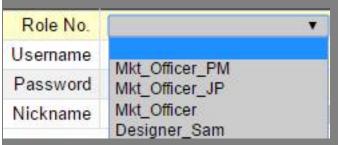
25 •	25 *				
	User No.	Role No.	Usemame		
1	596	Designer Team	clover03_alice		
2	410	Mkt_Officer	clover03_amy		
1	585	Mkt_Officer	clover03_ceci		
	347	Mkt Officer	clover03 chris		

II.

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

Jser Account Detail	s		
Field Name		Field Value	
Role No.	*		

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



Password

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

	SoldEgzy Your Best Online Business Partner
登入	
SRPNC	clover03_katina
0.00	
_	22入 註冊

III.

Click the pencil icon for modification

User Account Details

	User No.	Role No.	Usemame
	596	Designer Team	
	410	Mkt_Officer	
7	50.	Mkt Officer	

** End **

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