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My Dashboard | Contact Us | View Cart | Live Help

Welcome to your **DASHBOARD** You are logged in as Erin Gallagher | log out

Order Tools | Tracking | Design Request | Name System | Waiting On Approval | Account Info | Support

Edit Account Info | Shipping Addresses | **Users** | Packing Slip Selection

Choose a Search: Keyword Search, Multiple Design Search, Emblem Blanks Search, DE Lettering Search, Stock Products

WELCOME TO YOUR DASHBOARD

ADD USER (circled in red)

Manage Users

Open Orders: 2 open orders

Open Invoices: Total \$6,626.21

Shipping Orders: View Shipments

Only Managers have access to set up User Profiles. To set up a new user, Go to Account Info > Users > Add User.

2

ADD USER

General Information

First Name*

Last Name*

Company Name*

Phone (111-111-1111)

Fax (111-111-1111)

Mobile (111-111-1111)

Email

Send New User Email Confirmation Send / Send Again Sent / Do Not Send

Login

Username*

This username is valid.

Password*

Confirm*

Order Approval Information

Require Order Approval Yes No

Single Order Limit (\$) (\$0.00)

Monthly Order Limit (\$) (\$0.00)

User Roles

Available :
User Role - All Sales Rep

Selected :

Enter the information for the new user. Only those fields with an * are required. Enter the username and password (twice). When setting up the user, they can be required to get Manager's approval for orders over a specific dollar amount. Select the role and move it to the selected box on the right. The role selected will determine their access and functionality in the catalog. Each role is listed with their rights under WEI University. Available users and their rights can be customized by location.

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MANAGE USER LOGINS

[Add User Logins](#)

Group By:

Search: All

Results per page: 50

Showing 1 - 1 of 1 results

Page: 1

Name	Type	Company	Email	Phone	Actions
Erin Gallagher Username: 305300	Customer	Promo/World Emblem	egallagher@worldemblem.com	305-899-9006	Edit Password Disable

Showing 1 - 1 of 1 results

Page: 1

Managers also have access to view and edit all users for that particular location. Go to Account Info > Users > Manage Users to view and edit passwords, edit accounts or disable accounts.