

# User Management

The Settings tab of the Fulfiller UI contains all the user management functions that are available to fulfiller administrators. This page lists all fulfiller account information, user contact details, and the store associations for the user – the locations that they belong to and whose orders they can access when using the interface.

**View Fulfiller Users**  
Manage the usernames, passwords, permissions, and store associations for the users on your account

Search Users  Create New User

Results: 23  Show Inactive Users 1 2 15

Account Information	User Information	Store Associations
<b>Username:</b> testStoreEmployee	<b>First Name:</b> Test	<input type="radio"/> All
<b>Unique ID:</b> 001d59aa4f2444259cc8d1b35e30ee5d	<b>Last Name:</b> Employee	<input checked="" type="radio"/> By Region and Store
<b>Role:</b> Store Employee	<b>Phone:</b> Phone Number	<b>Store List</b>
<b>Status:</b> Active	<b>Email:</b> Email	Austin Store
<b>Updated On:</b> 7/25/2019, 10:06:16 AM		<a href="#">Manage Stores Associations</a>
<b>Last Login:</b> 7/25/2019, 10:06:16 AM		
<input type="checkbox"/> Opt in to email notifications		
<input type="checkbox"/> Opt in to text notifications		
<a href="#">Reset user's password</a>		

## Add a User

To create a new fulfiller user:

1. Go to **Main > Fulfiller > Settings**.
2. Click **Create New User** in the top right above the user listings.
3. Configure the required **Username**, **Password**, **First Name**, and **Last Name**.
4. Configure the optional **Phone** and **Email**.
5. Click **Save** when all details have been provided to finish creating the user account and manage their store associations.

## Edit Existing Users

To update an existing fulfiller user:

1. Go to **Main > Fulfiller > Settings** to view a list of fulfiller users across all stores.
2. Click the green pencil icon to the right of an existing user listing.
3. This will enable editing on **Username**, **Role**, **First Name**, **Last Name**, **Phone**, and **Email**.
  - Changing the option under **Role** will display what locations the user can access under either a manager or employee role, so a user can be assigned as a manager at some locations and an employee at others.

4. Clicking **All** instead of **By Region and Store** above the store list will set the user to a Global Fulfillment Manager/Employee instead of location-specific. See the [User Settings guide](#) for more information about fulfiller roles.
5. Click the green checkmark to save or use the red trash can to delete the user account from the fulfiller interface.

## Update Store Associations

Store associations can also be removed or added by clicking **Manage Store Associations** while editing a user.

Account Information	User Information	Store Associations	
Username: <input type="text" value="testStoreEmployee"/> Unique ID: 001d59aa4f2444259cc8d1b35e30ee5d Role: <input type="text" value="Store Employee"/> Status: Active Updated On: 7/25/2019, 10:06:16 AM Last Login: 7/25/2019, 10:06:16 AM <input type="checkbox"/> Opt in to email notifications <input type="checkbox"/> Opt in to text notifications <a href="#">Reset user's password</a>	First Name: <input type="text" value="Test"/> Last Name: <input type="text" value="Employee"/> Phone: <input type="text" value="Phone Number"/> Email: <input type="text" value="Email"/> <small>Email cannot be blank</small>	<input type="radio"/> All <input checked="" type="radio"/> By Region and Store <div style="border: 1px solid gray; padding: 2px;">Store List</div> Austin Store <a href="#">Manage Stores Associations</a>	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>

When managing a user's store associations, a module will appear that displays a list of all possible fulfillment locations that the user could be associated with. The Current Store Associations table shows all stores that the user is already associated with.

1. Click **Add** next to a location to associate it to the user.
2. Clicking **Remove** will take a location off this list.
3. Click **Save** when all changes have been made.

### Edit User Store Associations for testStoreEmployee ()

Associate store locations to a user. Click on a store below to add to the list on the right.

List of Fulfillment Locations				Current Store Associations			
Location ID	External Store ID	Fulfiller Location Name		Location ID	External Store ID	Fulfiller Location Name	
Austin_S	BM2	Austin Store	<input type="button" value="Add"/>	Austin_S	BM2	Austin Store	<input type="button" value="Remove"/>
Dallas_S	BM2	Dallas Store	<input type="button" value="Add"/>	<input type="button" value="Previous"/> <input type="button" value="1"/> <input type="button" value="Next"/>			
Iowa_WH	WHN	Iowa Warehouse	<input type="button" value="Add"/>				
SanAntonio_S	BM2	San Antonio Store	<input type="button" value="Add"/>				
<input type="button" value="Previous"/> <input type="button" value="1"/> <input type="button" value="Next"/>							