

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.

The screenshot displays the 'View Fulfiller Users' page. At the top, there is a search bar labeled 'Search Users' and a 'Create New User' button. Below this, a summary bar shows 'Results: 23' and a checkbox for 'Show Inactive Users'. The main content is divided into three columns: 'Account Information', 'User Information', and 'Store Associations'. The 'Account Information' column includes fields for Username (testStoreEmployee), Unique ID (001d59aa4f2444259cc8dfb35e30ee5d), Role (Store Employee), Status (Active), Updated On (7/25/2019, 10:06:16 AM), and Last Login (7/25/2019, 10:06:16 AM). The 'User Information' column includes First Name (Test), Last Name (Employee), Phone (Phone Number), and Email (Email). The 'Store Associations' column shows a list of stores with a 'Store List' header and 'Austin Store' listed below. There are also options to 'Opt in to email notifications', 'Opt in to text notifications', and 'Reset user's password'. A pagination bar at the top right shows '1 2' and '15'.

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"/>	First Name: <input type="text" value="Test"/>	<input type="radio"/> All	<input type="button" value="✓"/>
Unique ID: 001d59aa4f2444259cc8d1b35e30ee5d	Last Name: <input type="text" value="Employee"/>	<input checked="" type="radio"/> By Region and Store	<input type="button" value="✕"/>
Role: <input type="text" value="Store Employee"/>	Phone: <input type="text" value="Phone Number"/>	Store List	<input type="button" value="🗑"/>
Status: Active	Email: <input type="text" value="Email"/> <small>Email cannot be blank</small>	Austin Store	
Updated On: 7/25/2019, 10:06:16 AM		Manage Stores Associations	
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			
Reset user's password			

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

Location ID	External Store ID	Fulfiller Location Name	
Austin_S	BM2	Austin Store	<button>Add</button>
Dallas_S	BM2	Dallas Store	<button>Add</button>
Iowa_WH	WHN	Iowa Warehouse	<button>Add</button>
SanAntonio_S	BM2	San Antonio Store	<button>Add</button>

Navigation: << 1 >>

Current Store Associations

Location ID	External Store ID	Fulfiller Location Name	
Austin_S	BM2	Austin Store	<button>Remove</button>

Navigation: << 1 >>

Cancel

Save