

L'ORÉAL

PARTNER SHOP

USER GUIDE

*How to manage my  
Team's Permissions*  
如何设置我的团队权限

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## How to manage my Team's Permissions 如何设置我的团队权限

Each physical user browsing the website will have specific permissions applied to their nominative account. These permissions will allow or forbid them from seeing or making some actions. Permissions will be only managed by the Admin account (Salon Owner etc.) All permissions are automatically assigned to the Admin role.

### 01 — CREATING A NEW USER ACCOUNT

#### 01 — 注册新用户

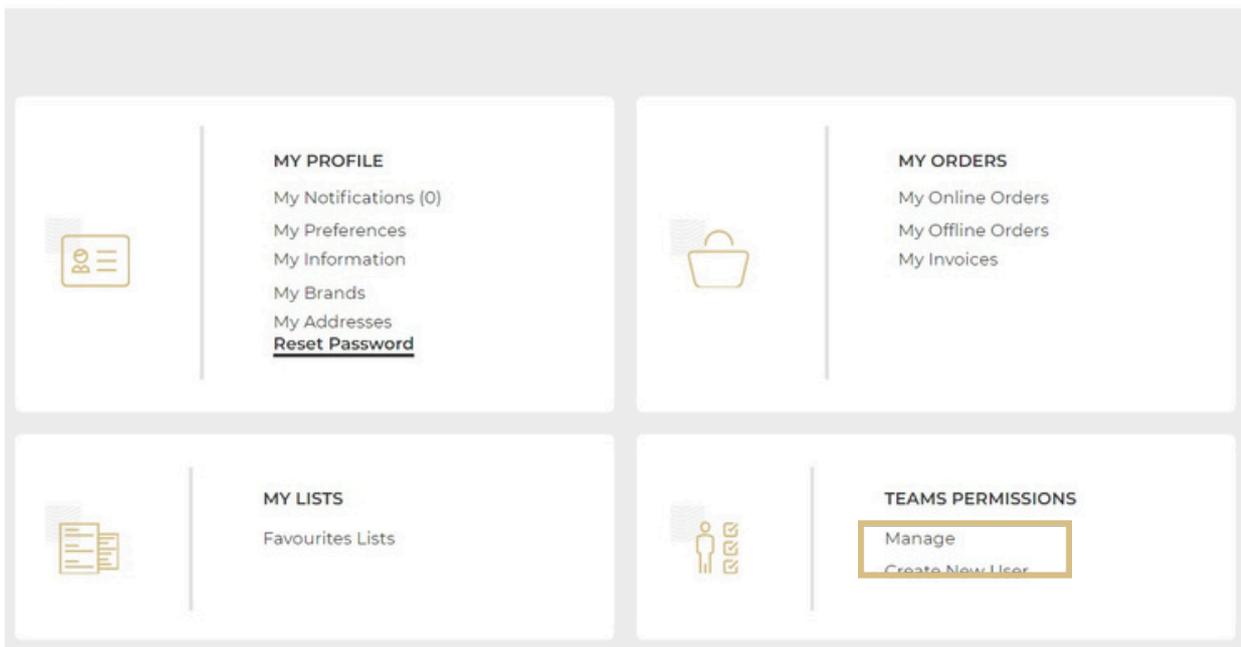
On any page, click on 'My Account' in the header. This will bring you to the 'My Profile' landing page.



Then, you must click on 'Create New User' to be redirected to the corresponding landed page.

# My Profile

Log out



Once on the page, you must enter the first name of the new user (1), their last name (2), the name of the hair salon where they work (3) and their email address (4).

Turn the switch on for whichever permissions you want to grant this new user (5). Finally, check the general conditions box (6) and click on 'Submit' (7) to create the new user.

# Teams Permissions

Manage

Create New User

⚠ Before proceeding, please note that by using this function, you are allowing delegate access to the individual that you specify (which includes access to personal information). It is the Account Holder's responsibility to ensure that User Permissions are kept up-to-date and maintained in accordance with the roles within their teams. For example, if an employee leaves the business, it is the Account Holder's responsibility to de-activate that employee's access. Any activity conducted by individuals that you have granted User Permission to, is the responsibility of the Account Holder (as if it were the Account Holder themselves that carried out that activity), and L'Oréal is not accountable for any such activity, including any orders placed.

All fields must be filled in order to create a new user account.  
This user will receive an account creation email upon your request.

<input type="text" value="First Name"/>	<input type="text" value="Last Name"/>
<input type="text" value=""/>	<input type="text" value="Email"/>

- Can see all list and promotional product prices
- Can create, edit, and delete users and grant permissions
- Can only see product list prices on the storefront.
- Can view My Profile and My Order sections
- Can add products to the basket and place order requests to the administrator of the account
- Can access My Invoices section
- Can place orders and approve orders requested by other users

I accept that any access provided to and/or actions taken by the person detailed above (including, for example, the placing of any order(s), are subject to the General Terms of Sale and Terms of Use found in the footer of this website. I confirm that as the Account Holder, I am responsible for any orders placed by the person appointed above.

I confirm that the information provided within this form have been obtained lawfully and with consent, and that I have all necessary rights to share them with L'Oréal as part of the L'Oréal Partner Shop platform.

Submit

By default, when you create a new user, the only user permission is 'Browse products'. With this permission, the user can only browse the catalog. The salon owner must edit the right of this user to assign them the right permissions (6).

When you click on the send request button, a confirmation message will be displayed, and the new user will receive a welcome email with their login access the L'Oréal Partner Shop platform.

## Teams Permissions

Manage

Create New User

✓ User created

## 02 — MANAGING USER ACCOUNTS

On any page, click on 'My Account' in the header. This will bring you to the 'My Profile' landing page.

L'ORÉAL  
PARTNER SHOP

Product, Barcode

Q

Customer Care

My Account

Quick-Order

Basket

Then, you must click on 'Manage' to be redirected to the corresponding landed page.

**My Profile** Log out

**MY PROFILE**  
My Notifications (0)  
My Preferences  
My Information  
My Brands  
My Addresses  
Reset Password

**MY ORDERS**  
My Online Orders  
My Offline Orders  
My Invoices

**MY LISTS**  
Favourites Lists

**TEAMS PERMISSIONS**  
**Manage**  
Create New User

To make an existing users account active/inactive you can turn the 'Active' switch on and off (1). You can edit the information and the rights of each user by clicking on the 'Edit' link (2).

To delete the user, click the bin image (3).

# Teams Permissions

Manage Create New User

Full Name ▾ Job Title ▾ Login ▾ Status ▾

XXXXXXXXXX XXXXXXXXXXX@XXXXXX.COM  Active Edit ▾

When you click on 'Edit', all information about the user selected is displayed. You can change the First and Last name (1), the salon the user works at (2) and their rights on the L'Oréal Partner Shop platform (3). Once you have made your changes click on 'Send' (4) to save your changes. If you want to cancel your changes, you can click on the 'cancel' link (5).

Full Name ▾ Job Title ▾ Login ▾ Status ▾

*Note: It is not possible to modify an existing user's email address. To update the email address...*

XXXXXXXXXX XXXXXXXXXXX@XXXXXX.COM  Active Edit ^

Edit your user information and permissions below.  
Please note that some permissions are linked and will be coordinated automatically

XXXXXXXXXX XXXXXXX  XXXXXXXXXXXXXXXXXXXX ▾

XXXXXXXXXX@XXXXXX.COM

Can see all list and promotional product prices  Can create, edit, and delete users and grant permissions

Can only see product list prices on the storefront.  Can view My Profile and My Order sections

Can add products to the basket and place order requests to the administrator of the account  Can access My Invoices section

Can place orders and approve orders requested by other users

Cancel

## 03 — EXAMPLE: A CHECKOUT WITH LIMITED RIGHTS

### 03 — 示例：权限受限的结算

Let's take an example of an admin who gives a user access to limited rights where they can browse products, view their prices, and add products to basket to place order requests.

On the Basket page, the user cannot place an order but only send an order placement request.



Once the user clicks on the 'Send order placement request', a confirmation message will be displayed to confirm the order placement request has been sent.

Once the request has been sent, the approver will receive an email to validate the order placement request. The approver must click on the link provided in the email to open the basket and proceed to checkout.

**Note that, by opening this order placement request, products from the approver current basket will automatically be removed.**

***If you have any questions about this user guide, do not hesitate to contact us by phone, by email or your personal contact via the 'Contact Us' form following this [link](#).***