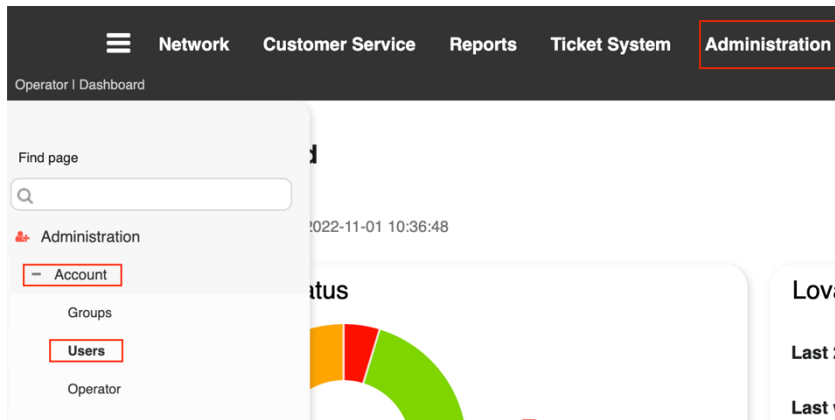


Smart Store Platform Support:

Admin User Creation

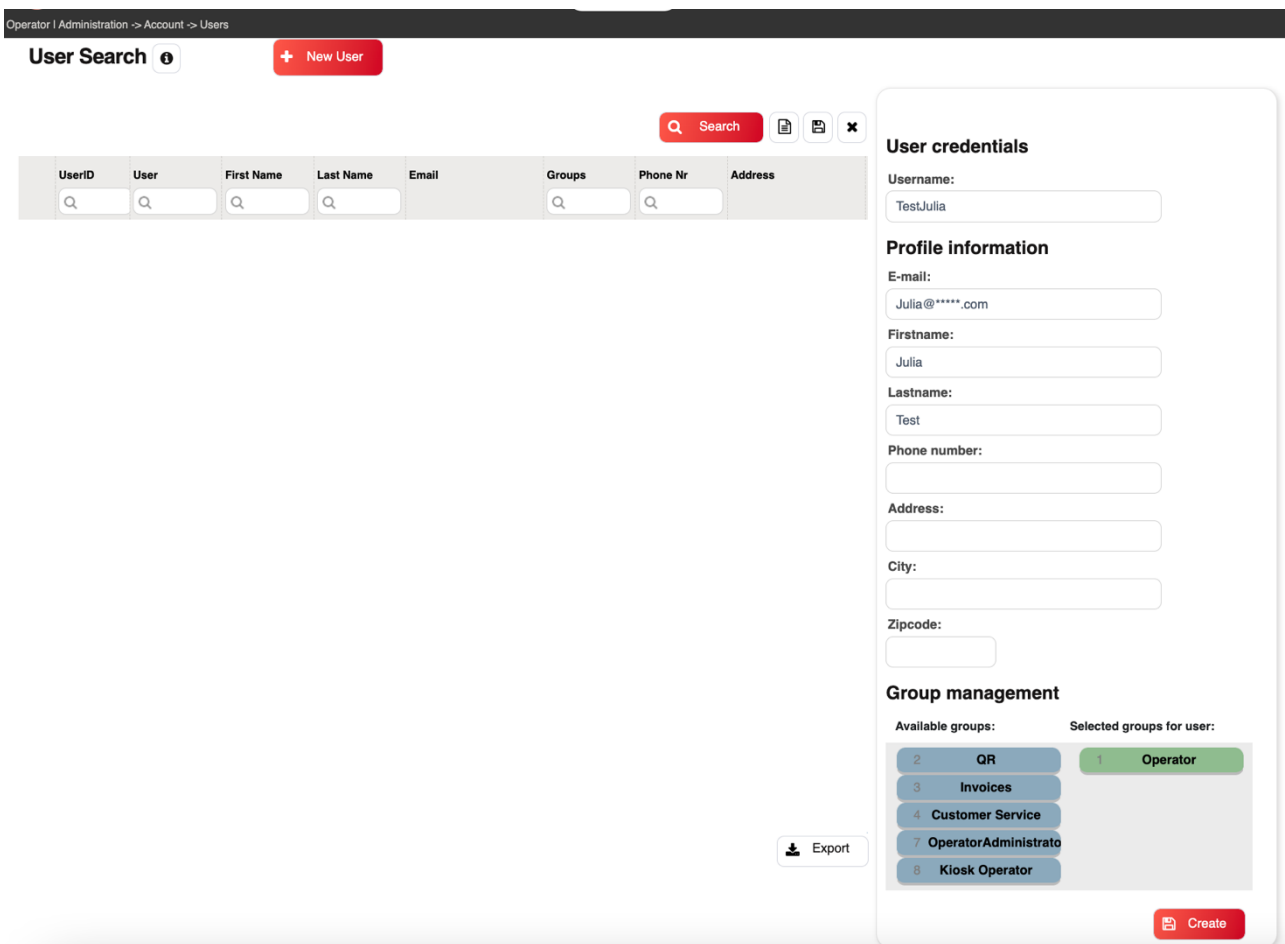
Admin User Creation

Step 1. Go to admin.instantsystems.se and then Administration->Account->Users



Step 2. To create an admin user, follow the steps below

1. Click the “New User” button.
2. Fill out User Credentials + Profile Information
3. Choose the desired user group, with the drag and drop functionality.
4. Press the “Create” button, user created, and the user will now receive an email with login details and a link to the admin website.



Step 3. If user should be assigned to a specific operator this step needs to be done after creating the account. If User should have access to all operator this step is not necessary.

When user is created, press search in the user list. Find your newly created user account and set the desired operator in the *Operator* option to the right, press save, done!

The screenshot displays a user management interface. At the top, there is a search bar with a red 'Search' button and icons for document, print, and close. Below the search bar is a table with columns: UserID, User, First Name, Last Name, Email, Groups, Phone Nr, and Address. The table contains one entry: UserID 2591, User corp_julia, First Name Julia, Last Name Fredriksson, Email sup****.se, and Groups TestCorpCard.

To the right of the table is a detailed user profile form. The 'Operator' dropdown menu is highlighted with a red box and shows 'No operator selected'. Below it are sections for 'User credentials' (Username: corp_julia), 'Profile information' (E-mail: support@instantsystems.se, Firstname: Julia, Lastname: Fredriksson, Phone number, Address, City, Zipcode), and 'Group management'. The 'Group management' section shows 'Available groups' (Operator, QR, Invoices, Customer Service, OperatorAdministrato) and 'Selected groups for user' (TestCorpCard). A 'Reset password' button and a red 'Save' button are at the bottom right.

At the bottom left, there is a 'Total Count: click to count' link, a pagination control showing page 1 of 2, and a 'Hits per page' dropdown set to 50. An 'Export' button is also present.

