

Role management

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Tutorial on Role Management Usage



I. Function Introduction

The role management function allows merchants to manage the roles of store employees and customize function permission sets. For example, the permissions of modules such as 'Course Mall, Purchased Courses, and Service Orders' can be combined and named 'Purchaser'. Once the merchant assigns the 'Purchaser' role to an employee, this employee can operate the functions of the above - mentioned modules in the backend.

II. Purpose of Use

To conveniently manage employee roles, assign specific tasks to specific people, and improve the operational efficiency and security of the store.

III. Usage Scenarios

A merchant wants Employee A of the company to operate marketing functions in their elink store but does not want Employee A to interfere with the store's financial matters. In this case, the merchant can create a 'Marketing Specialist' role with only marketing - related function permissions and assign Employee A to this role.

IV. Operation Path

Merchant side: Merchant backend → Settings → Role Management

image.png

V. Usage Tutorial

Step 1: Log in to the management backend and find [Settings] - [Role Management];

image.png

Step 2: Management backend - Role management permission configuration

image.png

Step 3: Management backend - Add a role

1. Click 'Add Role' on the role management list page to enter the add - role page;

image.png

2. After setting is completed, click 'Save' to successfully create the role. Subsequently, you can bind the employee accounts you want to associate with this role;

image.png

image.png

VI. Notes

1. The employee account must be filled with a mobile phone number, and this mobile phone number must be registered with elink;
2. If you encounter sensitive permissions when adding an account role & account, the mobile phone number verification of the store administrator will be triggered. After successful verification, you can use it normally.

Can you add employees without selecting role permissions?



No, you must select a [Role]. It is recommended that you create a role first and then add it.

What is the relationship between role management and employee management?



You can create relevant job roles and set permissions in the role settings. When adding employees, you can directly select the relevant role names for authorization.

Can the permissions of default roles be modified?



The purpose of setting default roles is to help merchants quickly get started. After merchants become familiar with the functions of the elink management backend, they can configure custom roles to set more flexible permission controls. Therefore, the permissions of default roles cannot be modified or deleted.

****Note:** The 'Senior Administrator' is the store manager with the highest level of permissions, having all permissions except for 'Store Verification'. It is recommended that the top - level operations personnel use this role.