

# How to add new roles/employees for management?



## I. Function Introduction

Merchants' employee accounts are divided into two types: free accounts and paid accounts. Each time a paid account is added, it will occupy a paid quota. When the quotas are insufficient, you need to purchase more paid account quotas. You can purchase them in the form of a feature package, namely the 'Store Employees' feature package. You can choose the number of quotas, and each quota costs 1 yuan per day.

## II. The number of paid account quotas given away for different store versions is as follows:

Basic Edition: 1 quota

Professional Edition: 3 quotas

Flagship Edition: 10 quotas

Note: The above quotas do not include the creator's account.

## III. Free/Paid Roles

Free Role: Teaching Assistant

Paid Roles: Senior Administrator, General Administrator, Finance Staff, Teacher, Course Consultant, Academic Affairs Specialist, Salesperson, Marketing Supervisor

#### **IV. Concept Explanation**

**image.png**

##### **1. Additional Purchase:**

① It is divided into the first - batch additional purchase and non - first - batch additional purchase. The quota period for the first - batch additional purchase is 365 days and cannot be changed. The expiration time of the non - first - batch additional purchase must be aligned with that of the first - batch additional purchase, and the fees are calculated on a daily basis. Example: On March 1, 2019, 3 paid employee quotas were additionally purchased in the first batch (for 365 days), and the settlement amount is  $3 * 365 = 1095$  yuan. On June 1, 2019, another 3 paid employee quotas were additionally purchased, and the settlement amount is  $3 * (365 - 92) = 819$  yuan.

② The number of additionally purchased quotas is limited to within 1000.

##### **2. Renewal:**

① When renewing employee quotas, you can choose the number of quotas to renew. The renewal period is 365 days and cannot be changed.

② The start time of the renewal validity period is the expiration time of the first - batch additionally purchased quotas.

③ When the number of renewed employees is less than the number of previously additionally purchased employees, some employees may be disabled after expiration, except for the store creator. Therefore, please disable or delete the accounts of these employees in advance. In the employee list, the employees at the bottom are more likely to be disabled.

④ If the previously additionally purchased quotas are not renewed before they expire uniformly, after expiration, the paid employee quotas will return to the initial state, and you need to make an additional purchase before you can renew.

### 3. Handling of Old Accounts:

For those employee accounts added before the launch of the 'Store Employees' feature package, if they are paid accounts, their expiration time is consistent with the store's expiration time. However, if you need to add new paid employee accounts, you still need to additionally purchase paid employee quotas, and the expiration time will still be consistent with the store's expiration time.

### 4. Others:

① Disabling or deleting a paid employee account will release the paid employee quota.

② Changing the paid role selected for an employee account to a free role will release the paid employee quota.

## V. Operation Process

[Additional Purchase/Renewal]

Operation path: Log in to the elink backend - [Settings - Employee Management - Additional Purchase];

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In the Employee Management\_Employee Account List, you can directly make an additional purchase or renewal.

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