

Tutorial on Store Account and Operator Settings



elink supports creating multiple stores under one account, unified account settings, and adding operators.

I. Account Settings

Step 1: Enter the store management console, click on the personal account avatar in the top - right corner, and select [Account Settings].

image.png

Step 2: Modify the login password, the bound WeChat account, and the avatar.

image.png

II. Operator Settings

Step 1: Open the store backend. In [AI Assistant - Settings - Account Permissions - Employee Management], click [Add Employee].

image.png

Step 2: Fill in the employee's basic information.

If the added operator is already a registered elink user, the permissions will be automatically bound. If the operator has not registered for elink, you can actively send an invitation SMS to invite the user to become a store operator.

****Note:** If it is before December 29, 2019 the bound operators can still log in with their original account passwords.

image.png

Step 3: Fill in the role management. You can select the default role or customize a role.

image.png

Step 4: Finally, confirm the employee's permissions and save to complete the settings.

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