


Users

To view the list of seller users, go to the **Users** tab, the following window appears:

First Name	Email	Designation	Status	Update Date	Actions
<input type="checkbox"/> Rasha		Admin	Active	Jun 17, 2022	
<input type="checkbox"/> GBL		Sales person	Active	Jun 17, 2022	

Users added to the selected seller are listed along with the email, designation, status, and updated date.

To change the user account, select the user you want then click , the following window appears:

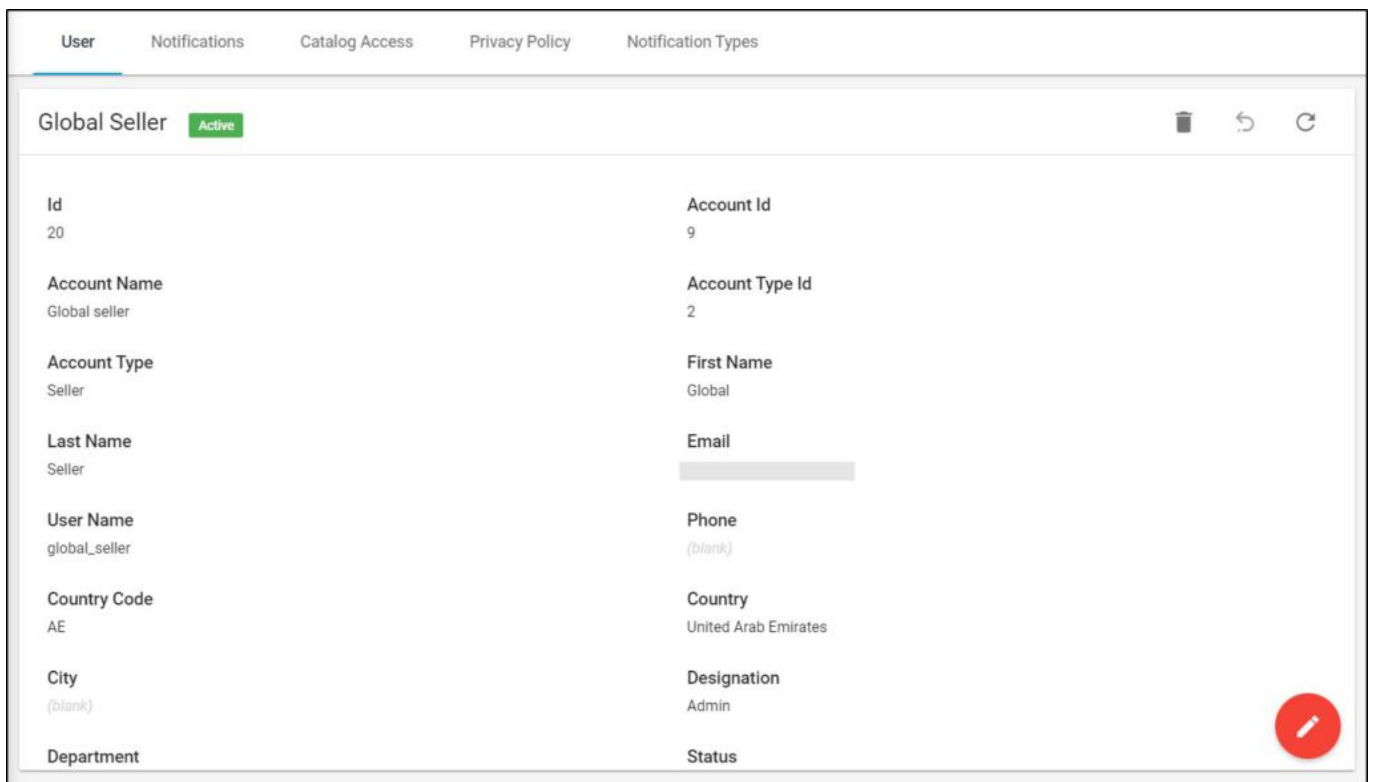
Change Account

Account Type* Account*

CANCEL SAVE

Select the account type then select the account of this account type to which you want to change the user.

To view the user details, click its record or select View record from the Actions menu next to it, its details are displayed as shown in the below example:



The screenshot shows a user details page for a 'Global Seller' account. The page has a navigation bar with tabs: 'User', 'Notifications', 'Catalog Access', 'Privacy Policy', and 'Notification Types'. The 'User' tab is selected. Below the navigation bar, the account name 'Global Seller' is displayed with a green 'Active' status indicator. To the right of the account name are three icons: a trash can, a refresh icon, and a circular refresh icon. The main content area is divided into two columns of fields:

Id 20	Account Id 9
Account Name Global seller	Account Type Id 2
Account Type Seller	First Name Global
Last Name Seller	Email [Redacted]
User Name global_seller	Phone (blank)
Country Code AE	Country United Arab Emirates
City (blank)	Designation Admin
Department	Status

A red circular edit icon is located in the bottom right corner of the details view.

User details are listed such as account name, type, email, and country, etc. For more information, refer to "[Users](#)".