


Users

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

Seller Users Catalogs Customers Image Types Order Types VAS Size Scales Article Drop Reasons					
<div><input type="checkbox"/> 0 of 2 Selected</div>					
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:

User

Notifications

Catalog Access

Privacy Policy

Notification Types

Global Seller

Active

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

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