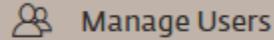


LOOP 2.9 | Manage Users

Click **Manage Users**.



Confirm the LID at the top of the screen or select a new LID using the dropdown menu.

Note: If you only have one LID registered with LOOP, this LID will display by default and there will not be a dropdown menu.

Manage Users 67943  BOATHOUSE BAR & GRILL LLC

Click **Add User**.



Enter the new user contact information.

Add a New User

First Name* Last Name*

Primary Phone* Ext. Secondary Phone Ext.

Email*

Select a **Portal Role**.

Portal Role*

Administrator

- Manage LID account information
- Add, edit, or delete users and contacts
- Create, submit, and approve orders
- Access all portal functionality

Advanced User

- Create and submit for approval
- Approve Orders
- Browse and search for products
- View order history

Basic User

- Create orders and submit for approval
- Browse and search for products
- View order history

Notifications Only

- No login access to the portal
- Receive email notifications as determined by the LID administrator

Select all email notifications this user should receive for store pickup orders.

Store Pickup Notifications

Select all email notifications that this user should receive for delivery orders:

- Order Cancelled
- Final Invoice (After Pickup)
- Order Ready (includes Pro-forma Invoice)
- Order Submitted

Check the **Pickup Primary Contact** box if you want this individual's contact information to appear on the paperwork for all store pickup orders. Only one user can be the pickup primary contact.

Store Pickup Primary Contact

One user can be the default contact for pickup orders. The primary contact's name and phone number will appear on the paperwork that stores receive.

- Pickup Primary Contact

Select the email notifications this user should receive for delivery orders.

Note: You must be registered for PLCB Delivery to view these options.

Delivery Order Notifications

Select all email notifications that this user should receive for delivery orders:

- Order Cancelled
- Order Submitted
- Invoice
- Order Shipped

LOOP 2.9 | Manage Users

Select the notifications for which this user should be the primary contact. The primary contact's name and phone number will appear on the paperwork for all PLCB Delivery Orders. Only one user can be the primary contact for each notification.

Note: You must be registered for PLCB Delivery to view these options.

Delivery Primary Contacts

Select any notifications that this user should be the primary contact for. The primary contact's name and phone number will appear on the paperwork for the selected step. Only one user can be the primary contact for each notification.

- Order Cancelled
- Order Submitted
- Invoice
- Order Shipped

Click **Save**.

Save

Note: To edit or update users once they have been created, navigate to the **Manage Users** screen, update the information and click **Save**.