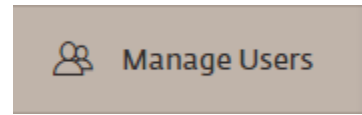


LOOP 2.9 | Manage Users

Click *Manage Users*.

Note: Only administrators have Manage Users access



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.



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

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

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

Click *Save*.



Save

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