

# User Guide: How to Use Rights Management



## How to manage the user rights?

Each physical user browsing the website will have specific permissions applied to his nominative account. These permissions will allow or forbid him from seeing or making some actions. Permissions will be only managed by Super Admin role (who is the primary user currently existing). All permissions are automatically assigned to Super Admin role. On any page, click on 'My Account' in the header, a lateral layer will be displayed. Then, you must click on 'Manage Team Permissions' to be redirected to the corresponding landed page.

### 01 — CREATE A NEW USER ACCOUNT

If you want to create a new user account, click on the button 'create a new user account', a popin will be displayed to create your new user account. First, you must enter the first name of the new user and their last name. Then you can choose the job title in the dropdown list and the name of the business where they work. Write their email address. Finally, you can check the general conditions box and click on 'send request' to create the new user. If you want to cancel or go back to the 'manage team permissions' page you can click on the 'cancel' link or on the cross.

When you click on the send request button, a confirmation message will be displayed, and the new user will receive a Welcome email with his login access to the L'Oréal Active Cosmetics Pro platform. By default, when you create a new user, the only user permission is 'Browse products'. With this permission, the user can only browse the catalog. The Business owner must edit the right of this user to assign him the right permissions.

### 02 — MANAGE USER ACCOUNT

You can edit the information and the rights of each user by clicking on the 'Edit' link, below this first section. When you click on 'Edit', all information about the user selected is displayed. First, you can change all the general information about the users and then their rights on the L'Oréal Active Cosmetics Pro platform. Once you have made your changes click on 'save' to save your changes. If you want to cancel your changes, you can click on the 'cancel' link.

You will find below the description of each permission:

**Browse product:** The user can browse the catalog. This is the minimum permission.

**View price:** The user can see all product prices on the ACPro platform

**Add products to basket:** The user can create a cart but cannot place an order by themselves

**Place order:** The user can place regular orders by himself and place orders for 'add products to basket' users who sent a request

**Manage user permissions:** The user can manage all users within his organization including : create new users and apply permission(s) to them, deactivate existing users and manage existing user permissions

**View order history:** The user has access to 'My orders'

**View credit information:** The user has access to credit and invoice notifications in 'My profile'

**Note that some permissions are linked and cannot be selected independently.**

### 03 — EXAMPLE : HOW TO CHECKOUT WITH LIMITED RIGHT

Let's take an example with a user with the following permissions : Browse product, View price, Add products to basket and Create auto-replenishment list. This user can view prices and add products to cart. They can select the quantity required by either typing in the number or using the '+' or '-' buttons. Once they have adjusted the quantity they want, they must click on the 'basket icon' to add the products to basket. They can also add quantities on several products and click on 'add all to basket' in the sticky add to basket bar.

You can retrieve all the information on how to place an order in a user guide following this link.

Then on any page, the user can click on the 'Basket' icon in the header, they will be redirected on the Basket page. On the Basket page, the user cannot place an order but only send an order placement request.

When the user clicks on the 'send order placement request' button, a popin will be displayed where they can choose the approver in the dropdown list and add details if necessary. Once they have completed all the fields, they must click on 'submit' to send the request. If they want to cancel the request, they can click on the 'cancel' link.

A confirmation message will be displayed to confirm the order placement request has been sent. Once the request has been sent, the approver

will receive an email to validate the order placement request. Then, the approver must click on the link in this email to open this basket and proceed to checkout. Note that, by opening this order placement request, products from the approver current basket will automatically be removed.

## 04 — OTHER INFORMATION

In this section, you will find all the users sorted by business. You will retrieve the full name of the business or the user, the job title, the name of the salon and the status.

If you click on the arrow you can sort the different categories in alphabetical order. If you click on the status button the user will be deactivated, and they can no longer access the website

**If you have any questions about this user guide, do not hesitate to contact us by phone, by email or via your Business Development Manager.**