

L'ORÉAL

PARTNER SHOP

USER GUIDE

*How to manage
My Team's Permissions?*



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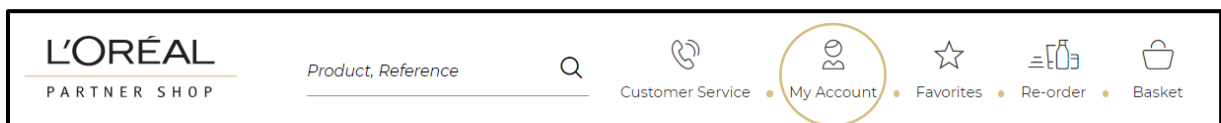
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WHAT IS 'MY TEAM'S PERMISSIONS'?

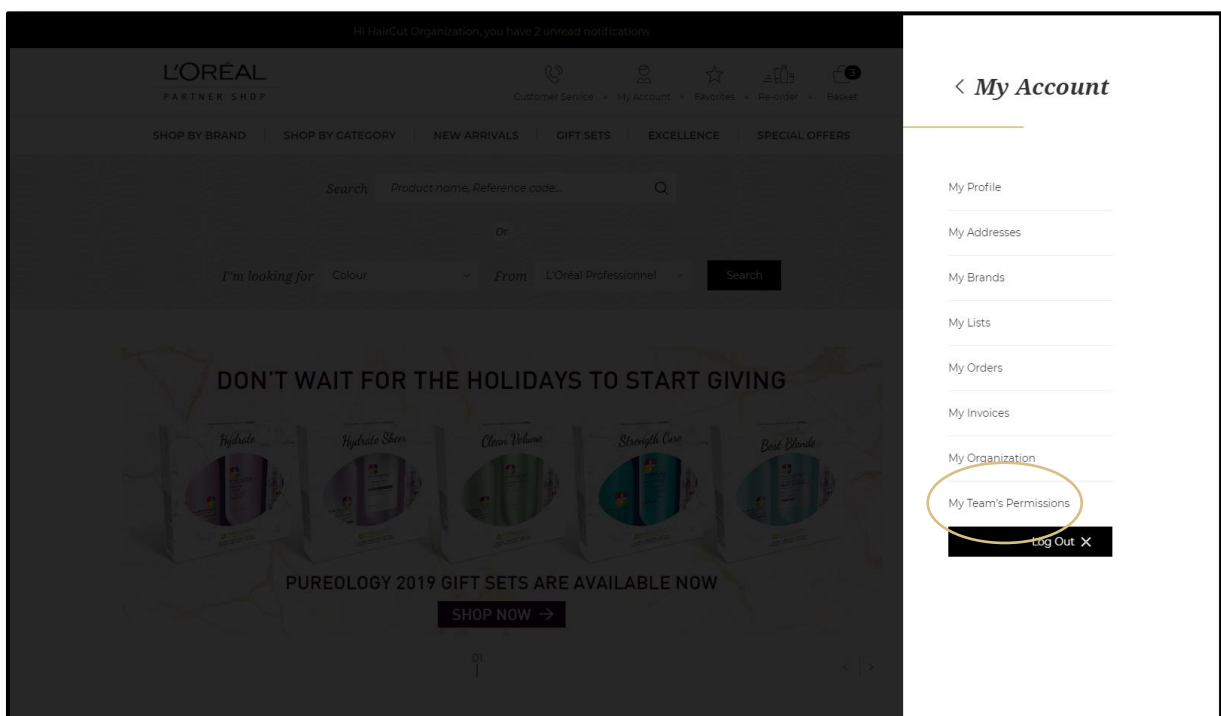
Each user browsing the website will have specific permissions applied to their account. These permissions will allow or block them from seeing or making some actions. Permissions will be only managed by Super Admin role (who is the primary account user). All permissions are automatically granted to the Super Admin.

How do I create a new user in my team?

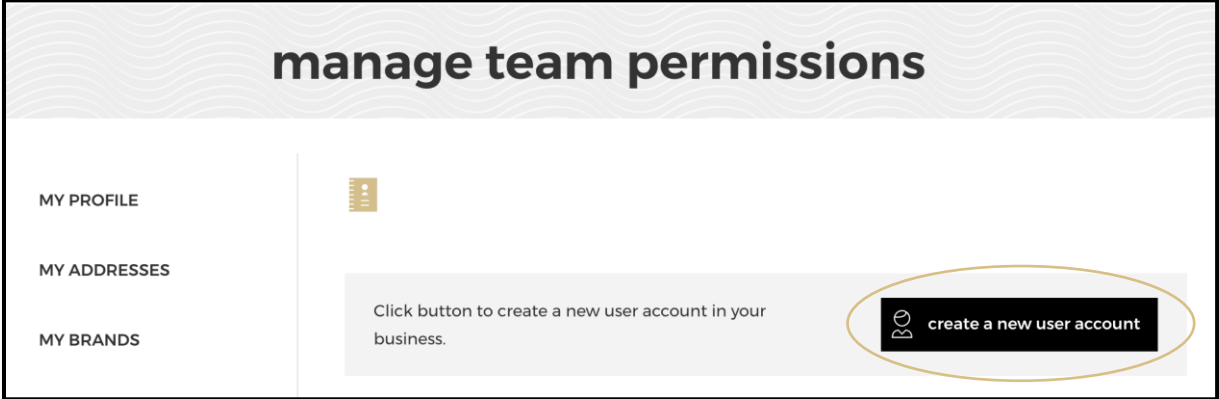
On any page, click on **'My Account'** in the header, a menu will appear from the right.



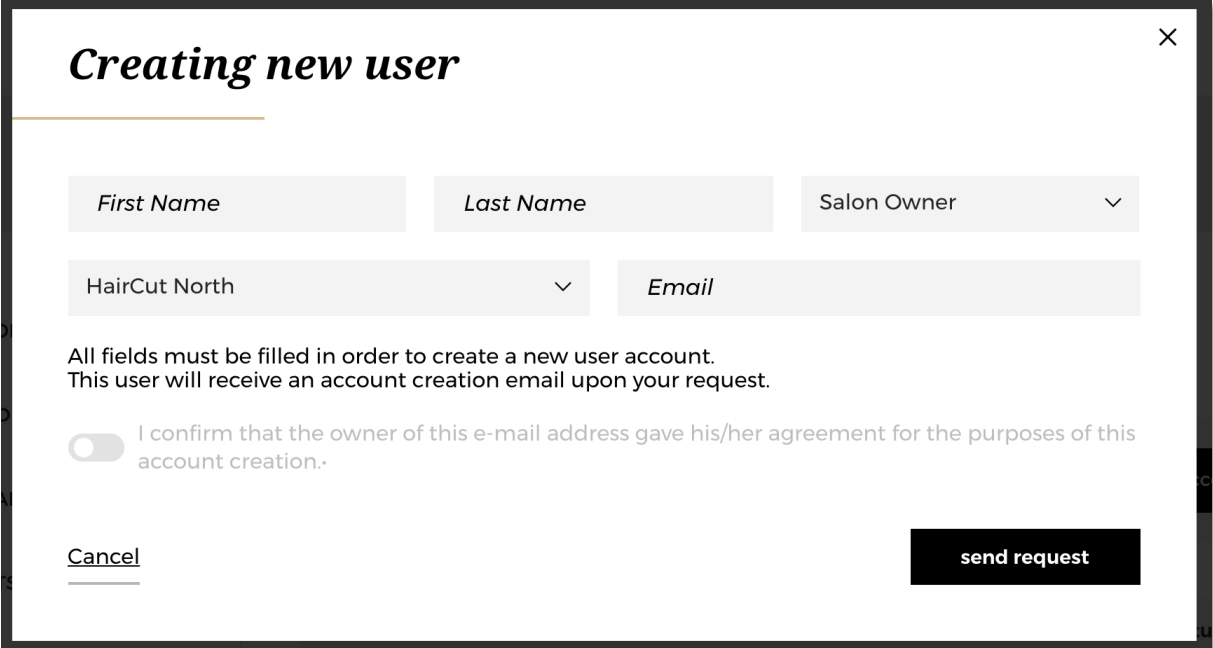
Select **'My Team's Permissions'** in the menu.



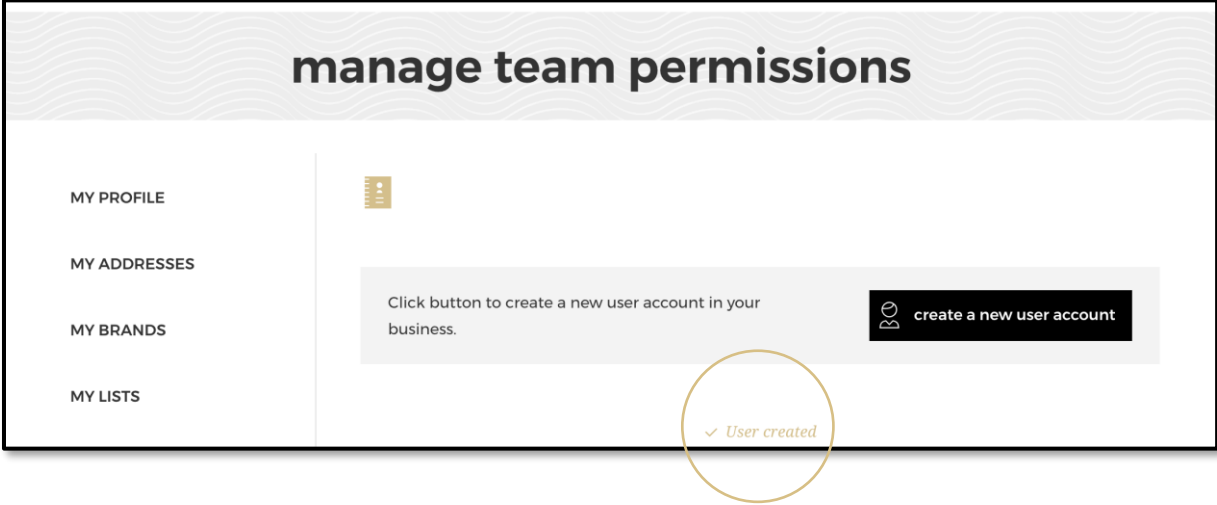
If you want to create a new user account, click on the button 'create a new user account', and a popup display will be appear to create your new user account.



Enter the name and email address of the new user. Select the job title and organization from the dropdown menu. Check the confirmation and send the request



When you click on the send request button, a confirmation message will be displayed, and the new user will receive a welcome email with their login access to L'Oréal Partner Shop.



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 salon owner must edit the rights of this user to assign more permissions.

How do I edit a team member's permissions?

You can edit the information and the rights of each user by clicking on the 'Edit' link.

The screenshot shows a user management interface. On the left is a sidebar with navigation options: MY ADDRESSES, MY BRANDS, MY LISTS, MY ORDERS, MY BUSINESS, MANAGE TEAM, and PERMISSIONS. The 'PERMISSIONS' option is selected, and a 'Log Out X' button is visible below it. The main content area features a 'create a new user account' button and a confirmation message 'User created'. Below this is a table with columns for Full name, Job title, Salon, and Status. The table lists five users, with the 'Edit' link for Danielle Arnaly circled in red.

Full name	Job title	Salon	Status
HairCut North	Administrator	HairCut North	<input checked="" type="checkbox"/> Edit
Danielle Arnaly	Hairstylist	HairCut North	<input checked="" type="checkbox"/> Edit
Harmonie Delaunay	Other	HairCut North	<input checked="" type="checkbox"/> Edit
Vandenabeele Fabien	Salon Owner	HairCut North	<input checked="" type="checkbox"/> Edit
Elena Villalba	Manager	HairCut North	<input checked="" type="checkbox"/> Edit

When you click on **'Edit'**, all information about the user is displayed. First, you can change all the general information about the users (1) and then their rights on the L'Oréal Partner Shop platform (2). Once you have made your changes click on **'save'** (3) to save your changes. If you want to cancel your changes, you can click on the **'Cancel'** link (4).

The screenshot shows a user management interface. At the top, the user's name 'Danielle Arnaly', role 'Hairstylist', and store 'HairCut North' are displayed. A toggle switch is turned on, and an 'Edit' link is visible. Below this, a grey box contains the heading 'Edit users and permissions below' and a note: 'Please note that some permissions are linked and cannot be selected independently'. The form includes several input fields: 'Danielle' (with a callout '1'), 'Arnaly', 'Hairstylist' (with a dropdown arrow), 'HairCut North' (with a dropdown arrow), and 'test.lorealpartnershop@gmail.com'. A list of permissions follows, each with a help icon and a checkbox: 'Browse products' (checked), 'View price' (checked), 'Add products to basket' (checked), 'Place order' (unchecked), 'Create auto-replenishment list' (checked, with a callout '2'), 'Activate auto-replenishment list' (unchecked), 'Manage user permissions' (unchecked), 'View order history' (unchecked), and 'View credit information' (unchecked). At the bottom, there is a 'Cancel' link (with a callout '4') and a 'save' button (with a callout '3').

DEFINITIONS OF PERMISSIONS

Browse product

By selecting this box, the user will be able to browse all products available for purchase, but will be unable to view the prices.

View price

By selecting this box, the user will be able to see all prices associated with the products shown.

Add products to basket

By selecting this box, the user can prepare a shopping cart and send it to an admin account to place the order on the user's behalf.

Place order

By selecting this box, the user will be able to prepare a shopping cart, place their own orders, and place orders on behalf of other users who do not have this permission.

Create auto-replenishment list

By selecting this box, the user will be able to create and edit an auto-replenishment list, however they cannot activate this list. Only an admin with the proper permissions can approve and activate the list on their behalf.

Activate auto-replenishment list

By selecting this box, the user will be able to create their own auto-replenishment list, activate/deactivate their own list, and activate/deactivate on behalf of others who do not have permission.

Manage user permissions

By selecting this box, the user is able to edit all users within your organization. This means creating new users, granting or revoking access, or deleting users. We recommend only providing this permission to salon owners or managers.

View order history

By selecting this box, the user will be able to (1) access 'My Profile' and view all notifications from users within the organization and (2) access 'My Orders' to view your full order history.

View credit information

By selecting this box, the user will be able to view your past invoices and payment method.

Note: *Some permissions are linked and cannot be selected independently.*

Example: How to checkout with limited permissions

Let us take an example with a user with the following permissions:

- ✓ Browse product
- ✓ View price
- ✓ Add products to basket

This user can view prices and add products to his cart. They can select the quantity by either typing in the number or using the '+' or '-' buttons (1). Once they have adjusted the quantity, they must click on the basket icon to add the products to basket (2). They can also add quantities on several products and click on 'Add all to basket' at the bottom of the page (3).

The screenshot shows the 'Serie Expert' product page. It features a list of four products, each with a 'New' badge, a product image, a title, a description, and pricing information. The products are:

- Absolut Repair Instant Resurfacing Shampoo 300ml (MY PRICE C\$ 15.30, LIST PRICE C\$ 15.54)
- Absolut Repair Instant Resurfacing Shampoo 500ml (MY PRICE C\$ 18.60, LIST PRICE C\$ 18.87)
- Absolut Repair Instant Resurfacing Conditioner 200ml (MY PRICE C\$ 17.40, LIST PRICE C\$ 17.67)
- Absolut Repair Instant Resurfacing Masque 250ml (MY PRICE C\$ 22.80, LIST PRICE C\$ 23.00)

Each product has a quantity selector with a minus sign, a quantity field (currently showing '0'), and a plus sign. A basket icon is next to each selector. A 'Sort By' dropdown is in the top right. At the bottom, there is a 'YOUR SELECTION (0) 0 CAD' summary, 'Add all to favorite list', 'Add all to auto-replenishment list', and a large 'Add all to basket' button. Three numbered callouts (1, 2, 3) highlight the quantity selector, the basket icon, and the 'Add all to basket' button respectively.

Click on your basket to be redirected to the payment page and select the 'send order placement request' button.

The screenshot shows the 'my basket (9) : c\$ 241.16' page. It features a list of products in the basket, a 'Delivery #1, available starting Jun 11, 2019' notice, and a 'send order placement request' button. The products in the basket are:

- Source Essentielle Daily Detangling Cream 200ml (MY PRICE C\$ 20.40, LIST PRICE C\$ 20.40)

The basket summary shows:

- 9 products in your basket
- Sub-total list price: €\$255.60
- Order Subtotal: C\$ 229.68
- Estimated GST: C\$ 11.48

A 'Clear Basket' button is also visible. A 'send order placement request' button is highlighted with a yellow box.

A popup will be displayed where they can choose the approver (1) in the dropdown list and add details if necessary (2). Once they have filled in the fields, they must click on 'submit' (3) to send the request. To cancel the request, they can click on the 'Cancel' link (4).

The image shows a modal window titled "Send an order placement request" with a close button (X) in the top right corner. Below the title is a horizontal line. The main text reads: "Send this order placement request to all profiles able to place this order for you in your organization. Please note that once this request is sent, products will be removed from your cart page." Below this text are three main components: 1. A dropdown menu with the text "Please select an approver" and a downward arrow icon. 2. A text input field with the placeholder text "Feel free to add details about this request" and a character count "200 remaining characters" at the bottom right. 3. Two buttons at the bottom: a "Cancel" link on the left and a "submit" button on the right. Four yellow circular callouts with numbers 1, 2, 3, and 4 point to these respective elements.