

# Vendor Sub Accounts

**USER MANUAL VER. 1.0.0**

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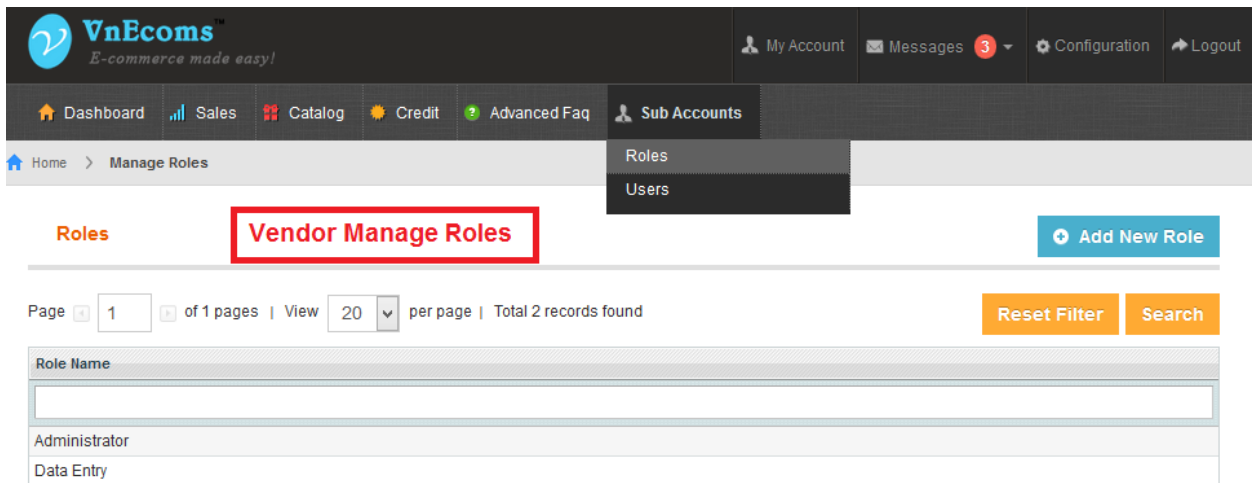
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## I. Overview.

Vendor Sub Accounts plugin allows vendor to manage his own sub accounts. These subaccount can be used to login to vendor cpanel and manage vendor store. Vendor can set permission for these sub accounts. An example: A vendor can add user that can upload products only and another user that can manage orders, shipments only.

## II. Vendor Manage Roles.

Vendor can manage roles and set permission for each role.

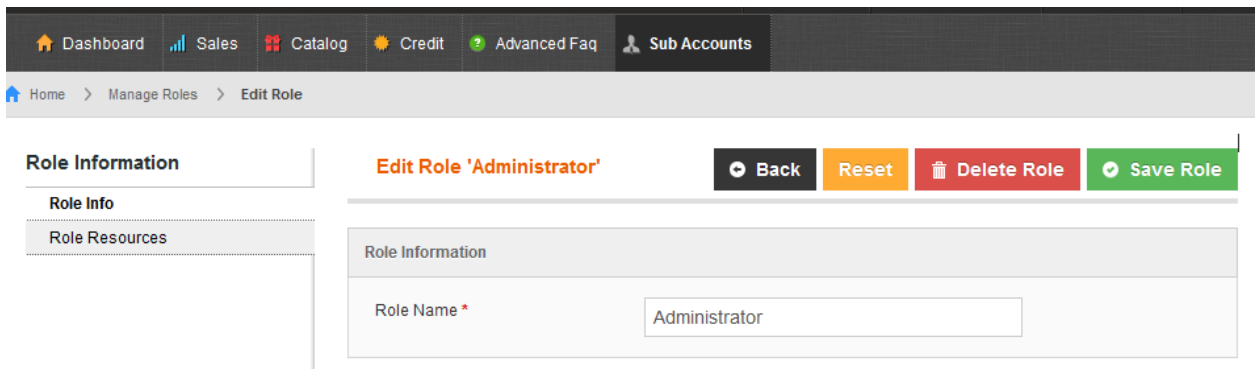


The screenshot shows the VnEcoms dashboard with the 'Sub Accounts' menu open, highlighting 'Roles'. The 'Manage Roles' page displays a table with the following content:

Role Name
Administrator
Data Entry

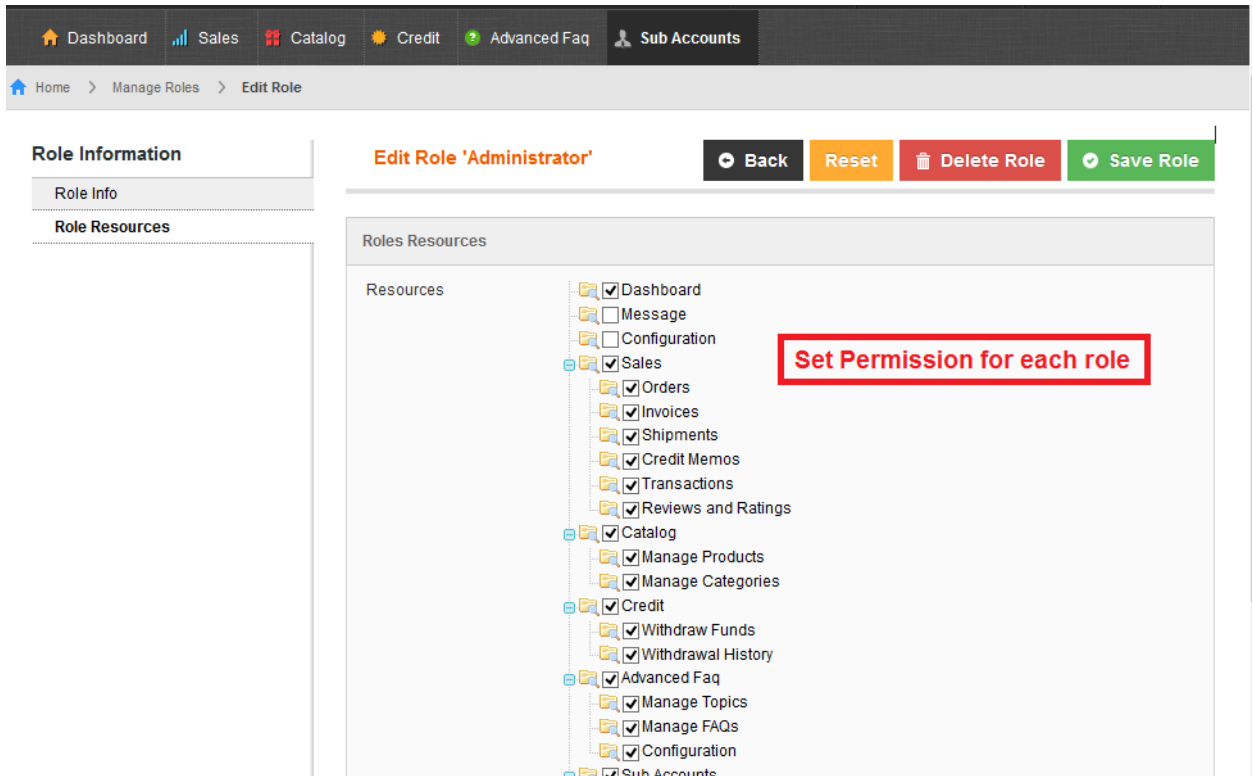
Navigation and controls include: 'Add New Role' button, pagination (Page 1 of 1 pages, View 20 per page, Total 2 records found), 'Reset Filter', and 'Search' buttons.

Click to **Add New Role** button to add new role.



The screenshot shows the 'Edit Role' page for the 'Administrator' role. The page includes a sidebar with 'Role Information' and 'Role Resources' sections. The main content area shows the 'Role Name' field with 'Administrator' entered. Action buttons include 'Back', 'Reset', 'Delete Role', and 'Save Role'.

On Role Resources tab vendor can set permission for each role.

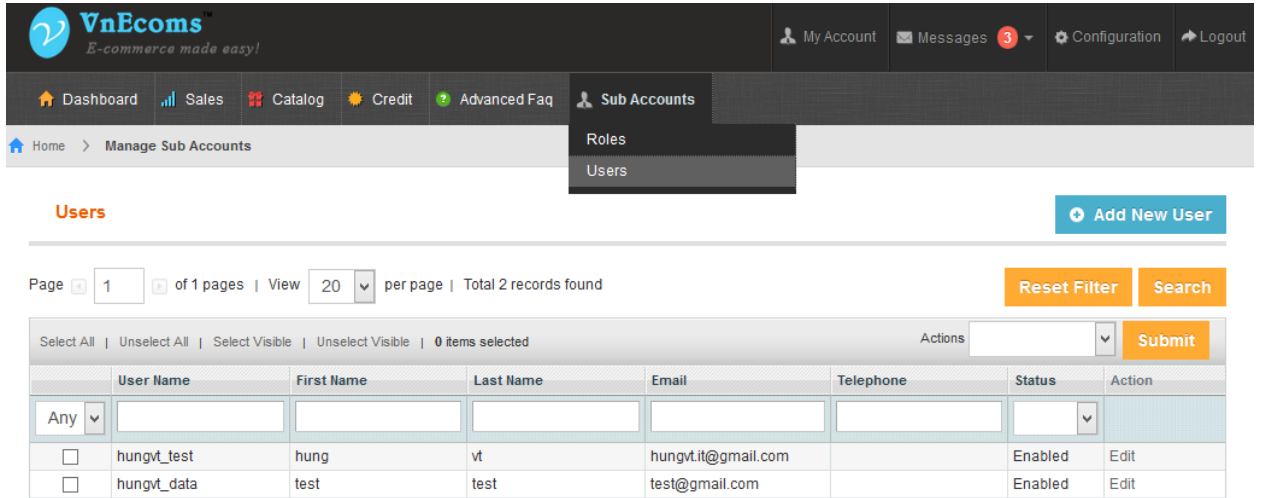


The screenshot displays the 'Edit Role' interface for the 'Administrator' role. The top navigation bar includes links for Dashboard, Sales, Catalog, Credit, Advanced Faq, and Sub Accounts. The breadcrumb trail shows Home > Manage Roles > Edit Role. On the left, the 'Role Information' sidebar has tabs for 'Role Info' and 'Role Resources'. The main content area is titled 'Edit Role 'Administrator'' and features buttons for Back, Reset, Delete Role, and Save Role. Below this, the 'Roles Resources' section shows a tree view of system resources with checkboxes for permissions. A red box highlights the text 'Set Permission for each role'.

Resource	Permission
Dashboard	<input checked="" type="checkbox"/>
Message	<input type="checkbox"/>
Configuration	<input type="checkbox"/>
Sales	<input checked="" type="checkbox"/>
Orders	<input checked="" type="checkbox"/>
Invoices	<input checked="" type="checkbox"/>
Shipments	<input checked="" type="checkbox"/>
Credit Memos	<input checked="" type="checkbox"/>
Transactions	<input checked="" type="checkbox"/>
Reviews and Ratings	<input checked="" type="checkbox"/>
Catalog	<input checked="" type="checkbox"/>
Manage Products	<input checked="" type="checkbox"/>
Manage Categories	<input checked="" type="checkbox"/>
Credit	<input checked="" type="checkbox"/>
Withdraw Funds	<input checked="" type="checkbox"/>
Withdrawal History	<input checked="" type="checkbox"/>
Advanced Faq	<input checked="" type="checkbox"/>
Manage Topics	<input checked="" type="checkbox"/>
Manage FAQs	<input checked="" type="checkbox"/>
Configuration	<input checked="" type="checkbox"/>
Sub Accounts	<input checked="" type="checkbox"/>

### III. Vendor Manage User.

Vendor can add multiple users and assigns users to roles.

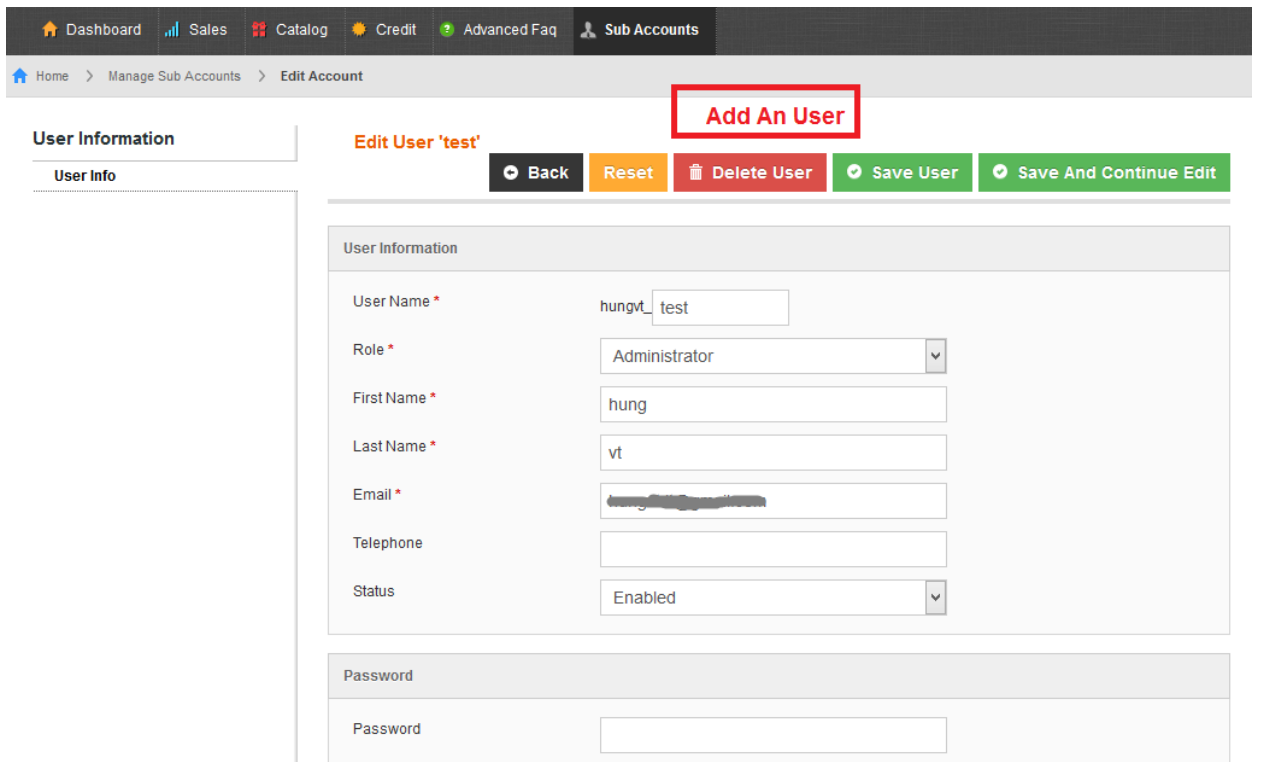


**Users** [Add New User](#)

Page 1 of 1 pages | View 20 per page | Total 2 records found [Reset Filter](#) [Search](#)

Select All | Unselect All | Select Visible | Unselect Visible | 0 items selected Actions [Submit](#)

	User Name	First Name	Last Name	Email	Telephone	Status	Action
Any	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	hungvt_test	hung	vt	hungvt.it@gmail.com		Enabled	Edit
<input type="checkbox"/>	hungvt_data	test	test	test@gmail.com		Enabled	Edit



**Edit User 'test'** [Add An User](#)

[Back](#) [Reset](#) [Delete User](#) [Save User](#) [Save And Continue Edit](#)

**User Information**

User Name \*

Role \*

First Name \*

Last Name \*

Email \*

Telephone

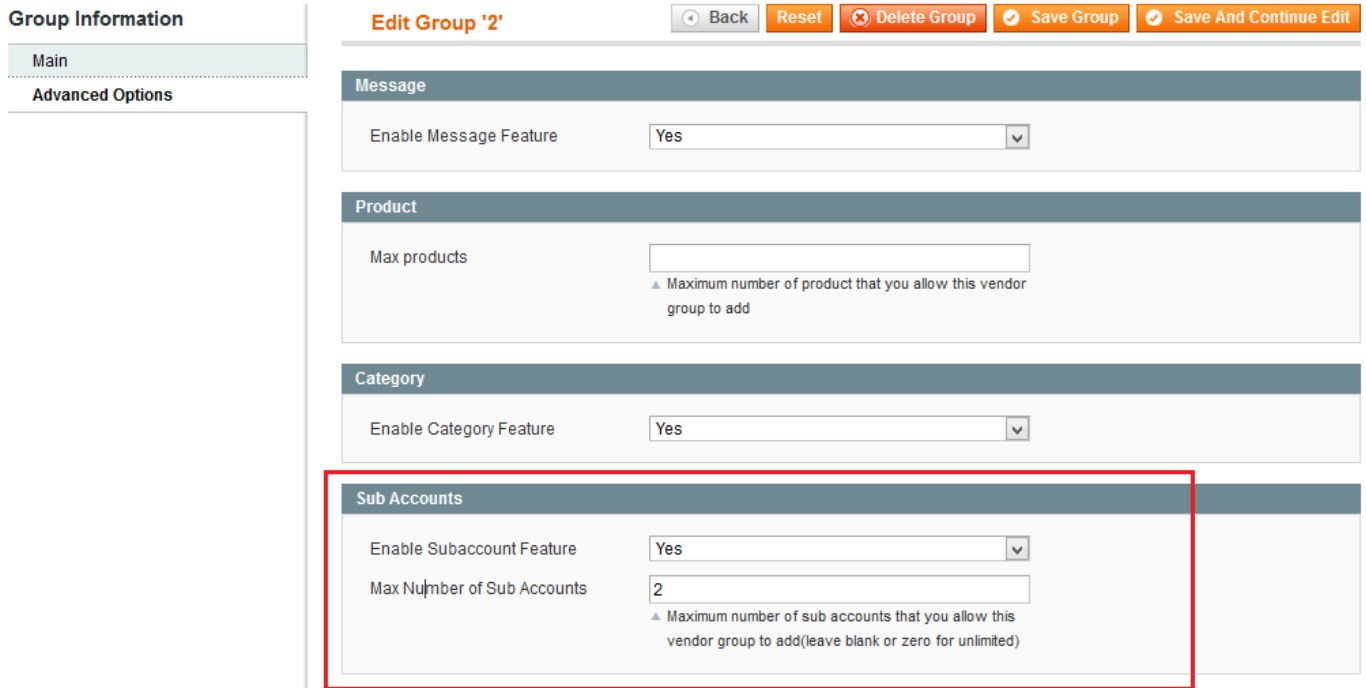
Status

**Password**

Password

#### IV. Work with Advanced Group Plugin.

If you use the Advanced Group plugin you will be able to disable the vendor sub accounts feature for each vendor group and you can also set the limit for number of vendor sub account.



The screenshot shows the 'Edit Group '2'' interface. On the left is a sidebar with 'Group Information' and sub-items 'Main' and 'Advanced Options'. The main content area has a top navigation bar with buttons: Back, Reset, Delete Group, Save Group, and Save And Continue Edit. Below this are several sections: 'Message' with 'Enable Message Feature' set to 'Yes'; 'Product' with 'Max products' set to an empty field and a tooltip 'Maximum number of product that you allow this vendor group to add'; 'Category' with 'Enable Category Feature' set to 'Yes'; and 'Sub Accounts' (highlighted with a red box) with 'Enable Subaccount Feature' set to 'Yes' and 'Max Number of Sub Accounts' set to '2', with a tooltip 'Maximum number of sub accounts that you allow this vendor group to add(leave blank or zero for unlimited)'.

#### V. Support.

If you need support or have questions directly related to Marketplace extension, please use our Online Message Form to contact our support team or send us an email at: [support@vnecoms.com](mailto:support@vnecoms.com).

Best Regards,  
**VnEcoms Team**