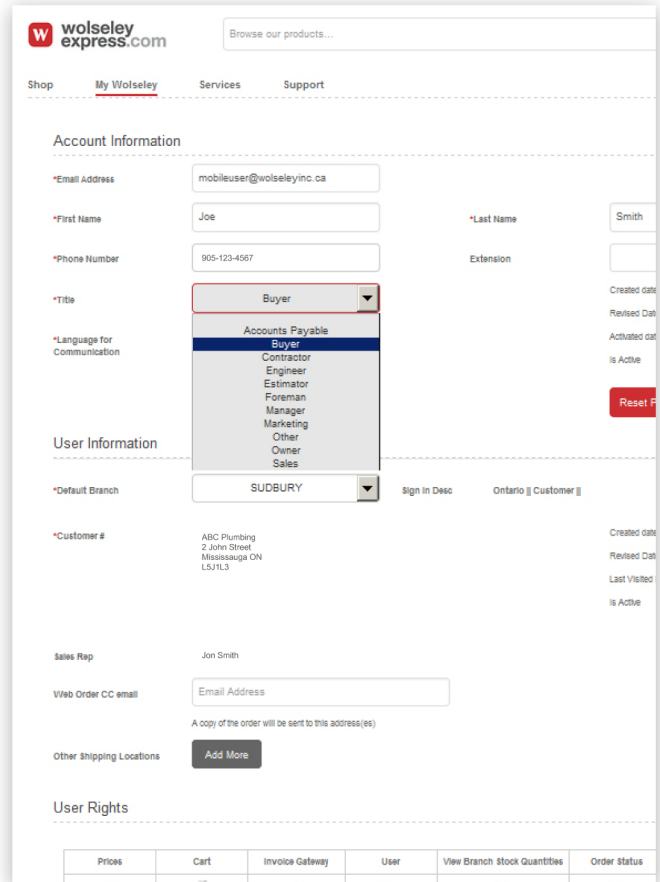


# Managing Users On Your Account

Do you have employees who need to gain access to the site? As the primary Welseley Express user - or owner of the account - you can manage multiple employees, and control their user rights to access specific areas of the site.

**Please note: if an employee leaves the company you can simply deactivate them from your account. You will be responsible to manage your users once they are added to the account.**



## Here's what you can manage:

### Users:

Allows user to add and delete other users.

### Prices:

See the net pricing associated to your account. You have the option to turn this off for users who do not need to see pricing.

### View Branch Stock Quantities:

See inventory of products at the default branch associated to the account – and inventory at any area branches that also have stock.

### Cart:

Users can place and purchase items in the shopping cart. Without the cart option it will not be visible.

### Switch accounts:

Allows user to select SHIP TO or Linked accounts associated to the main account.

### Web Quotes:

Users can receive quotes to their desktop or mobile device and process directly to an order.

### Invoice Gateway:

User will have access to view invoices and statements and see account balance information – great for your AP department.

### Order Status:

User will see the status of all web and non-web orders going back as far as 12 months with the option to reorder SKUs to a new shopping cart

### Express Lists:

Users can access premade Express Lists with the most popular items and product.