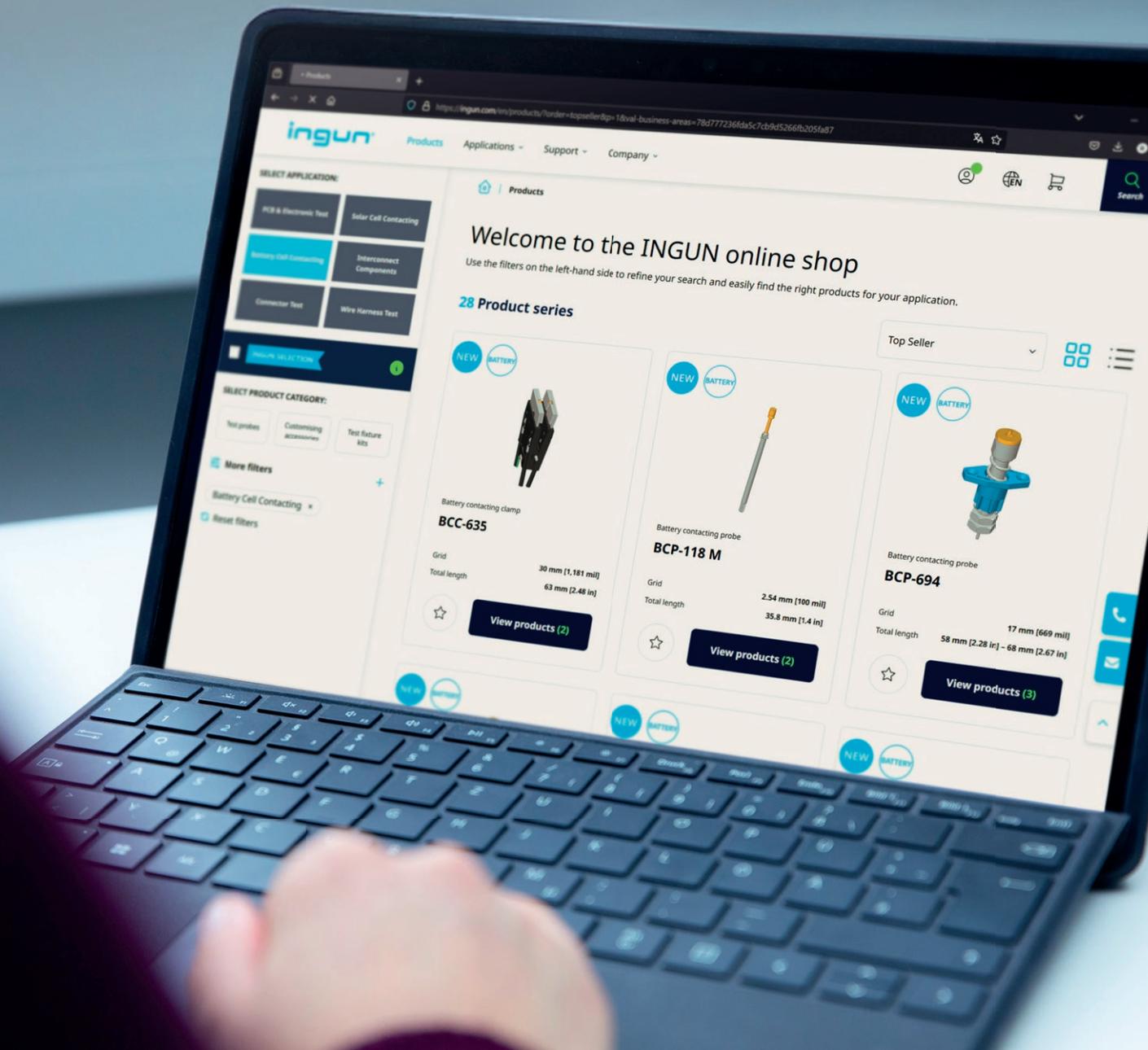# User Management in the INGUN Online Shop

User Management
in the INGUN Online Shop

Welcome to our online shop.

To help you manage orders and access rights within your team, this guide walks you through all relevant user management functions step by step.

Overview

After logging in, you will find the following sections in the left-hand navigation:

- **Emloyees** – People who have access to your account.

- **Roles** – Define which actions employees are allowed to perform in the online shop.

- **Approval rules** – Control whether orders need to be approved.

These sections work together and form the basis for structured collaboration within your team.

Inviting additional employees

You can add employees as additional users at any time:

1. Log in to the INGUN online shop.

2. Select "**Employees**" in the left-hand navigation.

3. Click "**Create account**".

4. Enter the employee's **name** and **email address**, and select an appropriate **role**.

5. Save your entries.

The employee will then automatically receive an email to activate their customer account.

Creating and managing roles

Roles define what individual employees are allowed to do in the online shop. This allows responsibilities to be clearly assigned and managed.

Creating a new role

To create a new role:

- Open "**Roles**" in the left-hand navigation.

- Click "**Create role**".

- Assign a clear, descriptive name, e.g. Purchasing.

- Optionally, define this role as the **default role** for new employees.

You can then define the appropriate permissions for this role. This ensures that each employee only has access to the functions relevant to their responsibilities.

Typical role examples:

- **Administrator** | Full access to orders, user management, and account settings.

- **Purchasing** | Place orders and view order history.

- **Read-only access** | View information without the ability to place orders.

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Assigning roles to employees

For roles to take effect, they must be assigned to the respective employees:

1. Open "**Employees**" in the left-hand navigation.

2. Select the desired employee from the list.

3. Click the **three dots** and assign the appropriate role or change it as needed.

Defining approval rules for orders

Approval rules allow you to control how orders are approved within your organisation.

You can define:

- which role is allowed to **approve orders** (grants approval)

- which role **cannot place orders independently** (requires approval)

- and whether approval is required for **all orders** or only, for example, **above a certain order value** (condition).

How the ordering process works

- Employees who require approval can only submit orders **for approval**.

- Users with approval rights can view these orders in the customer account.

- Orders can then be **approved** or **rejected**.

- Only after approval is the order placed bindingly.

Practical tip

The following approach has proven effective for clear user management:

1. First, create roles such as **Administrator**, **Purchasing**, and **Read-only access**.

2. Then define the corresponding approval rules.

3. Finally, invite all employees and assign them the appropriate roles.

We're here to help!

Do you have questions or need support?

Our Customer Service team will be happy to assist you personally:
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