

How to provide User Access to your team?

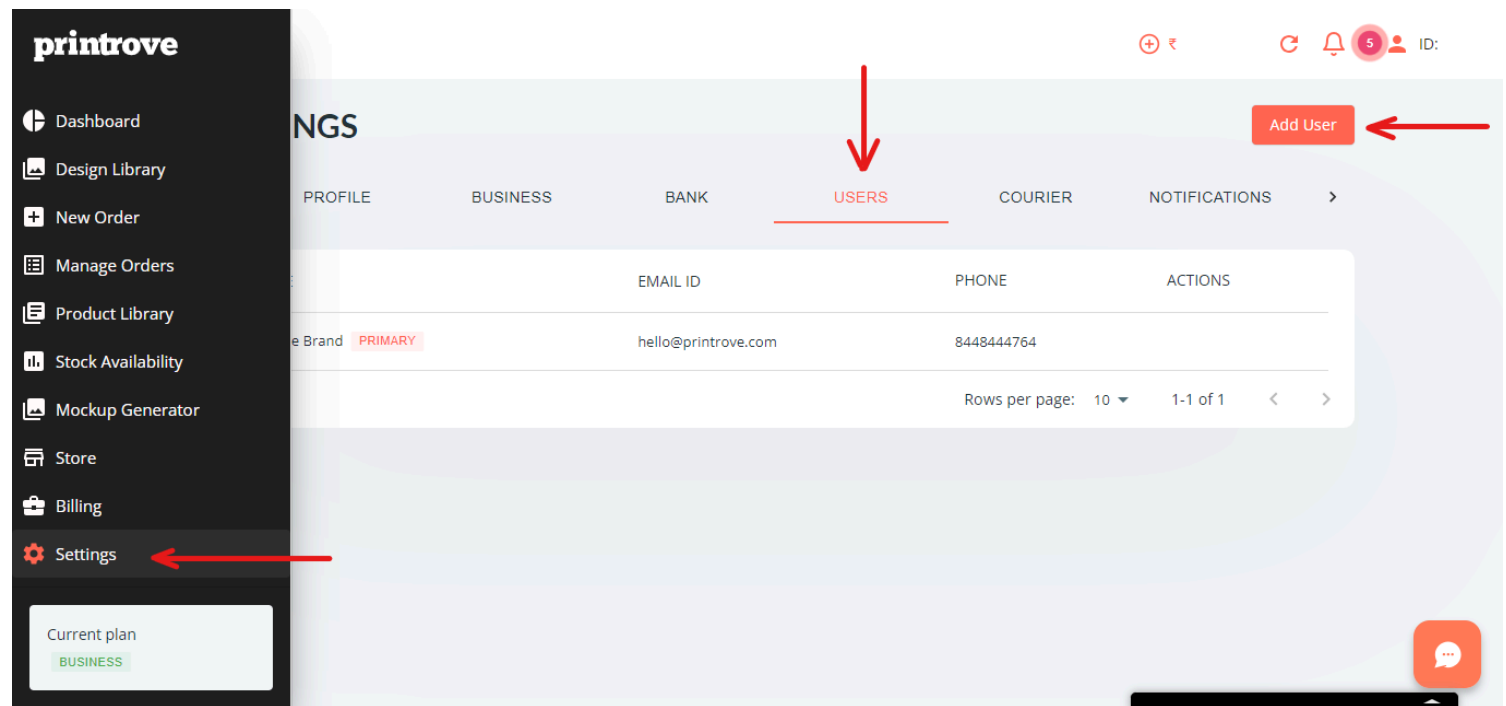
Managing your Printrove Merchant Panel effectively often requires delegating tasks to different team members. To facilitate this, you can add multiple users to your Printrove Merchant Panel by simply providing their email and phone numbers.

How to create a new User?

You can create or add a new user in just **5 simple steps**. They are as follows.

Step 1: Log into your [Merchant Panel](#).

Step 2: Navigate to **Settings**> **Users** and click on **Add User**.



Step 4: Add the User Details by adding the email & contact details and assign permissions to the user as preferred. Click on **Create**. This saves the user with the appropriate level of access based on their responsibilities.

SETTINGS

PROFILE

NAME

Sample Brand PRIMARY

User Details

First Name
Printrove

Last Name
Support

Phone Number
+91 9597966242

Email Address
support@printrove.com

Password

Permissions

Dashboard

☐ View COD Status on Dashboard



Design Library

Cancel Create

Please note that the details added for each new user should be **unique** and not associated with another Printrove Account.

Step 5: The new user will now receive a **confirmation mail** from Printrove. Once confirmed, the user will be able to log in to the account using the email and password set when creating the access.

How to manage User Access?

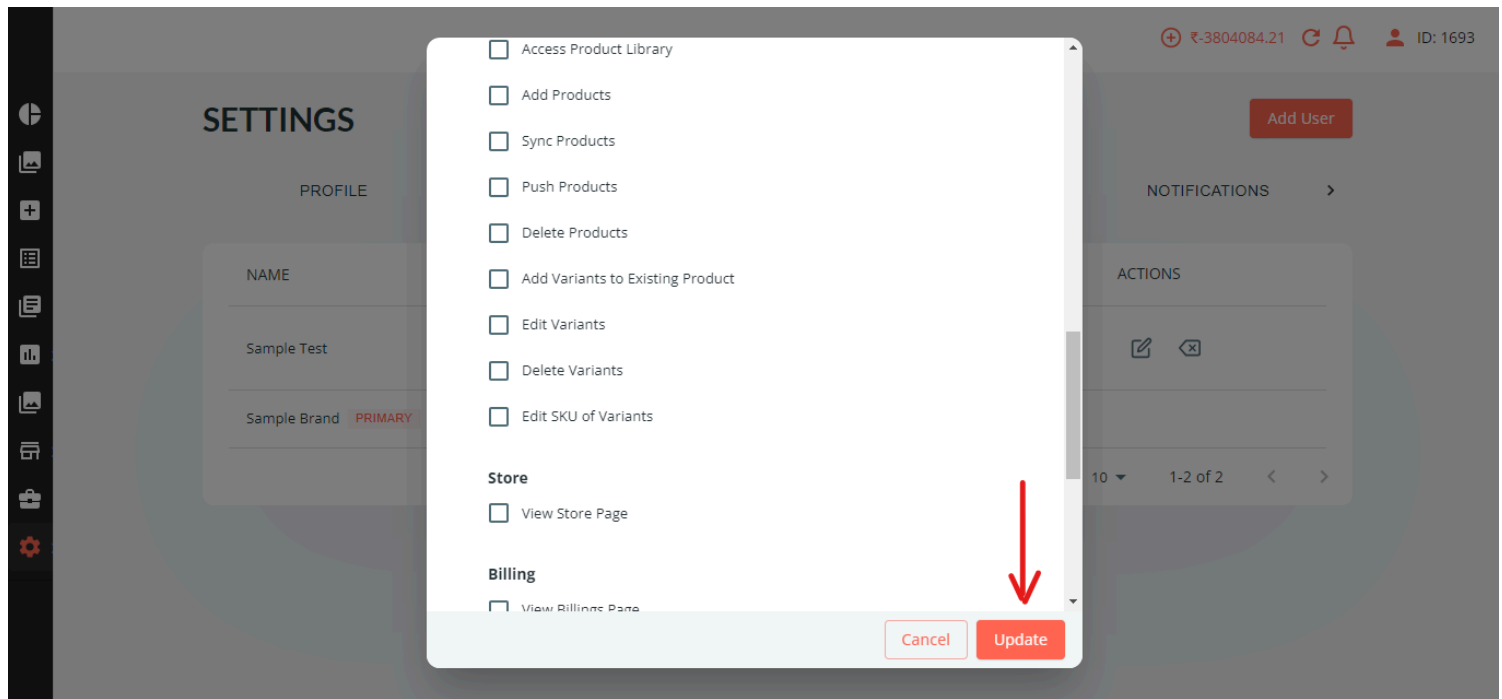
You can **manage** and **edit** user access at any time from the Users section. This includes updating their information, changing roles, or removing users who no longer need access. by clicking on the edit  or delete  icon.

How to Edit a user's access?

Edit a user's access in 2 simple steps.

Step 1: Click on the edit  icon relevant to the user.

Step 2: Click on **Update** once the necessary information has been updated.

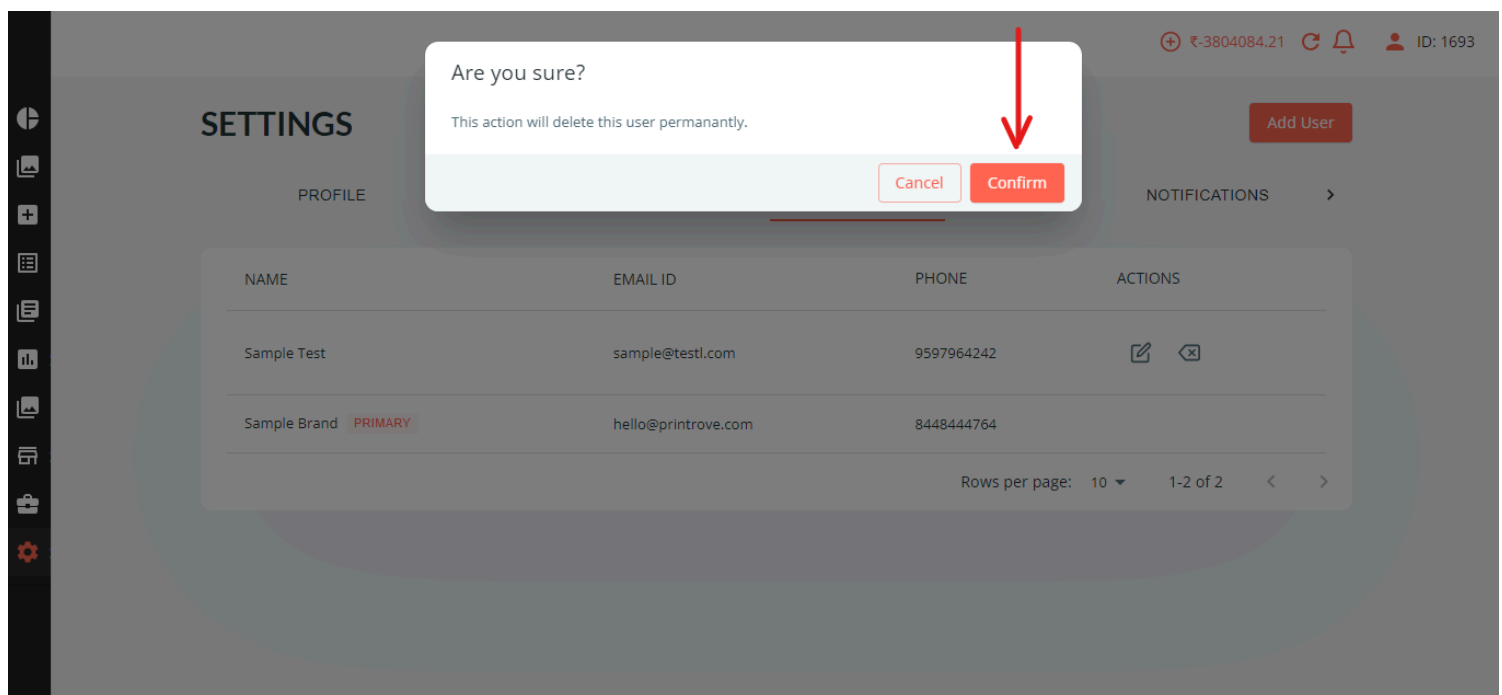


How to delete a user's access?

You can follow the 2 simple steps mentioned below to delete a user's access.

Step 1: Click on the delete  icon relevant to the user.

Step 2: Click on **Confirm**.



By following these steps, you can efficiently manage your team's access to the Printrove Merchant Panel, allowing for better collaboration and streamlined operations. If you encounter any issues or have further questions, feel free to reach out to our support team for assistance.

Suggested Article: [How to change my registered email address?](#)