

Stock Synchronization System

User Manual Guide

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1. Introduction

The **Stock Synchronization System** by **E2X Infotech** is a web-based platform designed to help businesses efficiently manage their inventory across multiple e-commerce platforms, including **WooCommerce, Lazada, Shopee, and TikTok Shop**. The system provides a centralized dashboard for tracking stock levels, synchronizing product information, and managing pricing and discounts across various sales channels.

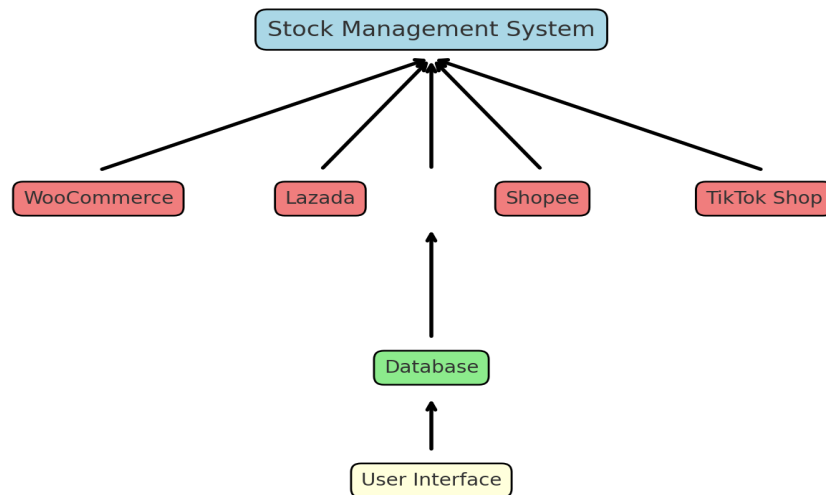
This stock management system is designed for:

- **E-commerce retailers** manage stock across multiple platforms.
- **Drop shippers** who need real-time inventory updates from suppliers.
- **Wholesale distributors** handling bulk inventory with multiple SKU variations.
- **Online sellers** are looking for an easy-to-use solution to prevent stock shortages.

Key Objectives of the Stock Management Page:

1. **Multi-Channel Stock Synchronization**
 - Ensure that inventory levels are consistently updated across various e-commerce platforms to prevent overselling or stock discrepancies.
2. **Centralized Inventory Control**
 - Manage stock levels for different product variants from a single dashboard, reducing manual effort and improving operational efficiency.
3. **Pricing and Discount Management**
 - Easily set and update product prices and discounts across multiple platforms in one unified interface.
4. **Bulk Stock Updates**
 - Modify stock quantities, prices, and discount values in bulk to streamline inventory management.
5. **Actionable Controls**
 - Enable quick actions such as editing product details, linking products to platforms, and deleting unnecessary stock entries.
6. **User-Friendly Filtering & Search**
 - Find products easily using search and filtering options, reducing the time spent managing large inventories.

Stock Management System Overview



2. Accessing the Stock Management Page

The Just Girlie login page allows users to securely access their accounts to manage their activities within the platform. This manual provides step-by-step instructions to help users navigate the login page efficiently. The login page is designed to authenticate users and provide secure access to their accounts. It includes fields for entering a username and password, along with options for password recovery. The login page consists of the following elements:

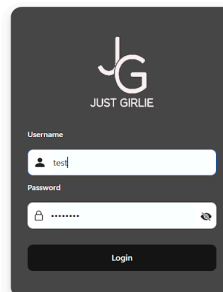
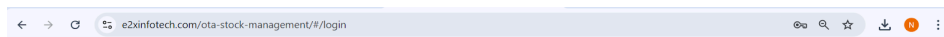
- **Logo:** Displays the "Just Girlie" brand logo at the top.
- **Username Field:** A text input field with a user icon, where users enter their registered username.
- **Password Field:** A password input field with a lock icon, where users enter their password.
- **Show/Hide Password Icon:** An eye icon that allows users to view or hide their password.
- **Login Button:** A black button labeled "Login" that submits the entered credentials.
- **Forgot Password (if applicable):** A link to reset the password in case users forget their credentials.

Steps to Log In:

1. **Navigate to the Login Page:** Open https://synchronizationmanager.com/#/stock_management website or application.
2. **Enter Username:** Click on the username field and type in your registered username.
3. **Enter Password:** Click on the password field and type in your password.
4. **Show or Hide Password (Optional):** Click the eye icon to view or hide the password for accuracy.
5. **Click on the Login Button:** Once credentials are entered, click the "Login" button.
6. **Access Dashboard:** If credentials are correct, you will be redirected to your dashboard

Forgot Password Recovery:

1. Click on the "**Forgot Password**" link (if available).
2. Enter your registered email or phone number.
3. Follow the instructions sent to reset your password.
4. Create a new password and log in again.



3. Dashboard Overview

3.1 Top Navigation Bar:

- **STOCK** – Manage product inventory.
- **ORDERS** – Track orders from different platforms.
- **REPORTS** – Generate sales and inventory reports.
- **SYNC STATUS** – Monitor sync status with e-commerce platforms.



3.2 Search & Filter Options:

- **Search Bar:** Find products by name, SKU.
- **Filter:** Apply sorting and filtering options.
- **Import:** Upload stock data in bulk.
- **Sync Selected:** Update selected products across platforms.



Example Workflow: How Users Interact with the System

Scenario: Updating Stock Levels & Syncing Across Platforms

- ◆ **Step 1: Login & Access the Dashboard**
 - The user logs into the system and navigates to the **Stock Management** module.
- ◆ **Step 2: Searching for a Product**
 - The **Stock Manager** searches for a specific product using the **SKU filter**.

◆ Step 3: Editing Stock Levels

- The user clicks the **Edit (✎)** icon next to the product.
- Updates the stock quantity based on warehouse availability.
- Save the changes.

◆ Step 4: Syncing Inventory Across Platforms

- The user selects the updated product and clicks **Sync Selected**.
- The system updates stock levels across **WooCommerce, Lazada, Shopee, and TikTok Shop**.

◆ Step 5: Verifying the Sync Status

- The **Administrator** checks the **Sync Status** module to confirm that updates are successfully applied.

◆ Step 6: Reviewing & Generating Reports

- The **Sales Manager** generates a report to analyze stock movements and trends.
- Adjusts pricing or restocks items if necessary.



◆ Step 7: Monitoring Inventory Changes

- The **Viewer (Read-Only User)** monitors stock availability but cannot make edits.

3.3 Product Table (Main Section)

Column Name	Description
Product	Displays the product name.
SKU	Unique identifier for each product variant.
Shopee Identifier	Product ID for Shopee.
Stock	Available inventory count.
Price & Discount	Pricing details for WooCommerce, Lazada, Shopee, and TikTok.
Linked Platforms	Shows which platforms the product is synced with.
Actions	Options to edit or delete products.

3.4 Action Buttons:

-  (**Edit Icon**): Modify product details.
-  (**Trash Icon**): Delete a product.

4. Key Functionalities

4.1 Stock Management

- ✓ Update stock levels.
- ✓ Monitor inventory across platforms.
- ✓ Bulk update stock via import.

4.2 Product Price & Discount Management

- ✓ Adjust pricing and discounts for different marketplaces.
- ✓ Synchronize price updates across platforms.

4.3 Product Synchronization

- ✓ Sync product data with **WooCommerce, Lazada, Shopee, and TikTok**.
- ✓ Check sync status in the **SYNC STATUS** tab.

4.4 Filtering & Searching

- ✓ Use the **Search** bar to find specific products.
- ✓ Apply filters to refine the search results.

4.5 Import & Export

- ✓ **Import**: Upload product details via google-sheet.
- ✓ **Export**: Download inventory reports.

4.6 Editing & Deleting Products

- ✓ Modify stock, price, and discount values.
- ✓ Remove products from the system using the delete option.

4.7 User Permissions & Access Control


- ✓ Restrict access based on user roles.
- ✓ Allow only authorized users to update stock details.

5. How to Manage Stock


5.1 Updating Stock Levels

1. Find the product in the stock list.
2. Click on the **Stock** field and enter the updated quantity.
3. Click **Save & Sync** to update inventory.

5.2 Editing Product Details

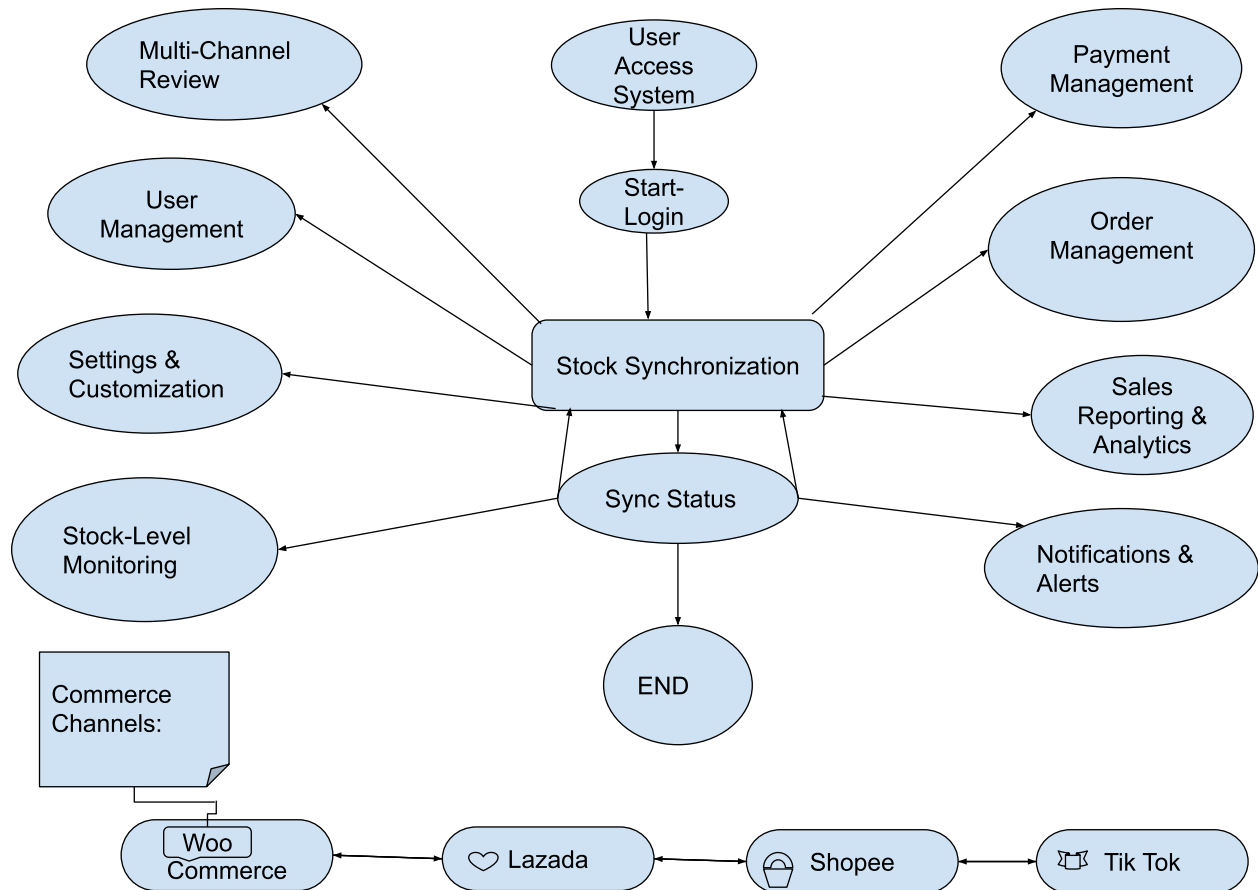
1. Click on the  (**Edit icon**) next to the product.
2. Modify the stock, price, or discount details.
3. Click **Save** to confirm changes.

5.3 Deleting a Product

1. Click on the  (**Trash icon**) next to the product.
2. Confirm deletion in the popup window.

6. Synchronization with E-commerce Platforms

1. Ensure the product is linked to **WooCommerce, Lazada, Shopee, or TikTok**.
2. Click **Sync Selected** to update stock, prices, and discounts.
3. Go to the **SYNC STATUS** tab to verify successful synchronization.



7. Bulk Importing Products

Steps to Import a CSV File:

1. Click **Import** at the top of the page.
2. Select and upload the CSV file containing product details.

8. Troubleshooting & Support

- ◆ **Issue: Stock updates are not reflecting?**

- ✓ Refresh the page or check sync status.

- ◆ **Issue: Incorrect product details?**

- ✓ Ensure SKU mapping is correct before syncing.

9. Order Management Page

The Order Management Page is a centralized interface that allows users to view, track, and manage all orders received from multiple e-commerce platforms, including Shopee, TikTok, and Lazada. This page ensures efficient processing of orders by providing real-time order status, SKU details, and order actions.

9.1 Purpose of the Order Management Page

The primary objectives of this page include:

- Providing an organized list of orders received from various online marketplaces.
- Displaying important order details such as SKU, quantity, price, and order date.
- Allowing users to track order status (e.g., Ready to Ship, Awaiting Shipment, Unpaid, Cancelled, etc.).
- Helping businesses process and fulfill orders efficiently with minimal delays.

9.2 Navigating the Order Management Interface

The top menu includes the following navigation options:

- Stock: Manage inventory levels across platforms.
- Orders: View and manage all incoming orders.
- Reports: Access analytics and reports related to stock and order performance.
- Sync Status: Check the synchronization status between marketplaces and the management system.

Main Features on the Order Management Page:

- **Filter and Search Bar:** Allows users to filter orders by criteria such as channel, SKU, order status, or date.
- **Order Table:** Displays order details including SKU, quantity, price, and status.
- **Status Indicators:** Provides a quick view of order progress (e.g., Ready to Ship, Unpaid, Awaiting Shipment, Cancelled, etc.).

9.3 Understanding the Order Details Table

The main section of the page consists of a table with the following columns:

Column	Description
S.No.	Serial number of the order.
Channel	The e-commerce platform (Shopee, TikTok, Lazada, etc.).
SKU ID	Unique identifier for the ordered product.
SKU	Stock Keeping Unit code for the item.
Quantity	Number of units ordered.
Order ID	Unique order reference number assigned by the platform.
Price	Cost of the ordered item.
Order Date	The date and time when the order was placed.
Pull Date	The date and time when the order was last synchronized.
Order Status	Indicates the current state of the order (e.g., Ready to Ship, Unpaid, Cancelled).

9.4 Filtering and Searching for Orders

To quickly locate specific orders, users can utilize the Filter option:

- **By Channel:** View orders from a specific platform (Shopee, TikTok, Lazada, etc.).
- **By Order Status:** Filter orders by status (Ready to Ship, Awaiting Shipment, Unpaid, etc.).
- **By Date Range:** Find orders placed within a specific period.
- **By SKU or Order ID:** Search for orders using specific SKU codes or order IDs.

9.5 Order Status and Actions

The Order Status column provides real-time updates on order processing:

- Ready to Ship: Order is ready to be dispatched.
- Awaiting Shipment: Order is confirmed but not yet shipped.
- Unpaid: Order has been placed but payment is pending.
- Cancelled: Order has been cancelled and will not be processed.
- Pending: Order is awaiting confirmation or processing.

9.6 Managing Orders Efficiently

- Regularly update and sync order data to ensure the latest status is reflected.
- Use the filter and search functions to quickly find urgent or high-priority orders.
- Monitor the order status to prevent delays in shipping and fulfillment.
- Take necessary actions on orders, such as processing Ready to Ship orders first.

ORDERS										
Filter										
No.	Channel	Order ID	Item	Quantity	Order ID	Status	Order Date	Est. Date	Order Status	
1	🔴 Unpaid	23040720473	100-WHITE-S	1	2303041000001	270.00 THB	01-01-2023 00:00:00	01-01-2023 00:00:00	READY_TO_SHIP	
2	🔴 Unpaid	69732947176	100-GREEN-S	1	2303041000002	270.00 THB	01-01-2023 00:00:00	01-01-2023 00:00:00	CANCELLED	
3	🟢 Pending	69732947176	100-GREEN-S	1	2303041000003	270.00 THB	01-01-2023 00:00:00	01-01-2023 00:00:00	CANCELLED	
4	🔴 Unpaid	76630001030	100-WHITE-S	1	2303041000004	260.00 THB	01-01-2023 00:00:00	01-01-2023 00:00:00	READY_TO_SHIP	
5	🟢 Pending	75711310213104002	100-WHITE-S	1	2303041000005	260.00 THB	01-01-2023 00:00:00	01-01-2023 00:00:00	AWAITING_SHIPMENT	
6	🟢 Pending	17090140000000000	100-WHITE-S	1	2303041000006	260.00 THB	01-01-2023 00:00:00	01-01-2023 00:00:00	AWAITING_SHIPMENT	
7	🔴 Unpaid	69732947176	100-GREEN-S	1	2303041000007	270.00 THB	01-01-2023 00:00:00	01-01-2023 00:00:00	READY_TO_SHIP	
8	🟢 Pending	17090140000000000	100-WHITE-S	1	2303041000008	270.00 THB	01-01-2023 00:00:00	01-01-2023 00:00:00	AWAITING_SHIPMENT	
9	🟢 Pending	17090140000000000	100-WHITE-S	1	2303041000009	270.00 THB	01-01-2023 00:00:00	01-01-2023 00:00:00	AWAITING_SHIPMENT	
10	🟢 Pending	17090140000000000	100-WHITE-S	1	2303041000010	270.00 THB	01-01-2023 00:00:00	01-01-2023 00:00:00	AWAITING_SHIPMENT	
11	🔴 Unpaid	27040000000	100-WHITE-S	1	2303041000011	260.00 THB	01-01-2023 00:00:00	01-01-2023 00:00:00	READY_TO_SHIP	
12	🔴 Unpaid	23040000000	100-WHITE-S	1	2303041000012	260.00 THB	01-01-2023 00:00:00	01-01-2023 00:00:00	CANCELLED	
13	🟢 Pending	17090140000000000	100-WHITE-S	1	2303041000013	260.00 THB	01-01-2023 00:00:00	01-01-2023 00:00:00	AWAITING_SHIPMENT	
14	🔴 Unpaid	23040000000	100-WHITE-S	1	2303041000014	260.00 THB	01-01-2023 00:00:00	01-01-2023 00:00:00	READY_TO_SHIP	
15	🔴 Unpaid	23040000000	100-WHITE-S	1	2303041000015	260.00 THB	01-01-2023 00:00:00	01-01-2023 00:00:00	READY_TO_SHIP	
16	🔴 Unpaid	23040000000	100-WHITE-S	1	2303041000016	260.00 THB	01-01-2023 00:00:00	01-01-2023 00:00:00	READY_TO_SHIP	
17	🔴 Unpaid	23040000000	100-WHITE-S	1	2303041000017	260.00 THB	01-01-2023 00:00:00	01-01-2023 00:00:00	READY_TO_SHIP	
18	🔴 Unpaid	10010010000	100-WHITE-S	1	2303041000018	260.00 THB	01-01-2023 00:00:00	01-01-2023 00:00:00	READY_TO_SHIP	
19	🔴 Unpaid	17090140000000000	100-WHITE-S	1	2303041000019	260.00 THB	01-01-2023 00:00:00	01-01-2023 00:00:00	AWAITING_SHIPMENT	
20	🔴 Unpaid	23040000000	100-WHITE-S	1	2303041000020	260.00 THB	01-01-2023 00:00:00	01-01-2023 00:00:00	CANCELLED	
21	🔴 Unpaid	23040000000	100-WHITE-S	1	2303041000021	260.00 THB	01-01-2023 00:00:00	01-01-2023 00:00:00	READY_TO_SHIP	
22	🔴 Unpaid	17090140000000000	100-WHITE-S	1	2303041000022	260.00 THB	01-01-2023 00:00:00	01-01-2023 00:00:00	READY_TO_SHIP	

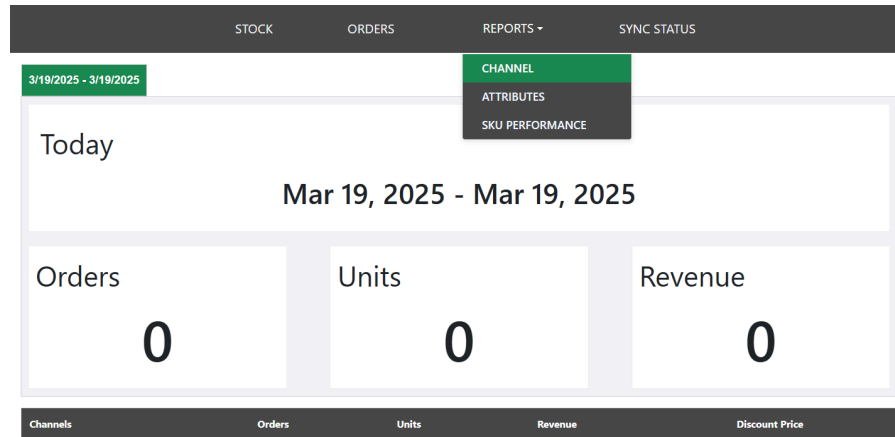
10. Reports Section

The Reports section provides analytical insights into order and sales performance. The dropdown menu includes:

10.1 Channel Reports

- This report categorizes sales performance based on different e-commerce channels.

- Users can analyze which marketplace (Shopee, TikTok, Lazada) is generating the most revenue.
- Helps businesses optimize their sales strategies per platform.



10.2 Attributes Reports

- Provides analysis based on product attributes such as size, color, category, and more.
- Helps businesses understand customer preferences and trends.
- Useful for inventory planning and restocking decisions.

10.3 SKU Performance Reports

- Displays detailed performance metrics of individual SKUs.
- Helps identify best-selling products and slow-moving inventory.
- Supports decision-making on discounts, promotions, and restocking strategies.

STOCKORDERSREPORTS -SYNC STATUS

3/18/2025 - 3/18/2025

CHANNELATTRIBUTESSKU PERFORMANCE

SearchFilterExport

Product	SKU	Stock	Days on Hand	Total	Trending	Average	14-Day Sales Overview													
							Tue 18 Mar	Mon 17 Mar	Sun 16 Mar	Sat 15 Mar	Fri 14 Mar	Thu 13 Mar	Wed 12 Mar	Tue 11 Mar	Mon 10 Mar	Sun 9 Mar	Sat 8 Mar	Fri 7 Mar	Thu 6 Mar	Wed 5 Mar
015-RED-PARENT				0																
SUMMER LININ	015-RED-S	1	-	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SUMMER LININ	015-RED-M	0	-	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SUMMER LININ	015-RED-L	0	-	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
077-BLACK-PARENT				0																
SARAH	077-BLACK-S	18	-	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SARAH	077-BLACK-M	10	-	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SARAH	077-BLACK-L	23	-	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SARAH	077-BLACK-XL	45	-	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
077-BLUE-PARENT				0																

11. Sync Status Page

11.1 Overview

The **Sync Status Page** provides real-time updates on the synchronization of orders across multiple e-commerce channels such as Shopee, TikTok, WooCommerce, and Lazada. This ensures that order data remains accurate and up to date in the system.

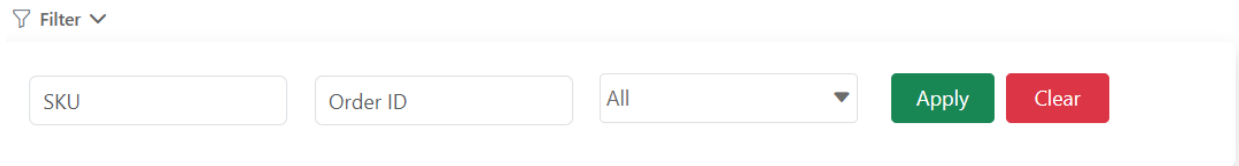
Key Features

- Displays synchronization records, including request time, response time, SKU, order ID, quantity, base price, sale price, and sync status.
- Shows results of synchronization attempts (e.g., "Sync Successfully").
- Allows filtering and searching of synchronization records to track specific orders or troubleshoot issues.

Filtering and Searching in Sync Status Page

To efficiently locate specific synchronization records, the **Filter & Search Panel** is provided. This panel allows users to refine their search by SKU, Order ID, or channel.

How to Use the Filter & Search Panel:

The image shows a user interface for filtering and searching. At the top left, there is a label 'Filter' with a downward arrow. Below this, there are three input fields: the first is labeled 'SKU', the second is labeled 'Order ID', and the third is a dropdown menu currently showing 'All'. To the right of these fields are two buttons: a green 'Apply' button and a red 'Clear' button.

Step 1: Access the Sync Status Page

1. Click on the **Sync Status** tab in the main navigation menu.
2. The synchronization records will be displayed in a tabular format.

Step 2: Applying Filters

1. **To filter by SKU:** Enter the SKU code in the SKU field.
2. **To search by Order ID:** Enter the unique Order ID in the respective field.
3. **To filter by Channel:** Click on the dropdown and select the required platform (Shopee, TikTok, WooCommerce, Lazada, or All).
4. Click the **Apply** button to display filtered results.

Step 3: Clearing Filters

- If you want to reset the search criteria, click on the **Clear** button. This will remove all applied filters and show the complete list of sync records.

The **Filter & Search Panel** consists of the following fields:

Field	Description
SKU	Allows users to enter a specific SKU to find orders related to that product.
Order ID	Enables users to input an Order ID for locating a specific synchronization record.
Channel Dropdown	Provides a dropdown list where users can select a specific channel(Shopee, TikTok, WooCommerce, etc.) or choose "All" to view records across all platforms.
Apply Button	Applies the selected filters and refreshes the data accordingly.
Clear Button	Resets all filters, showing the complete list of synchronization records.

11.2 Understanding Sync Logs

The Sync Status table includes the following key columns:

- **Request Time:** Timestamp of the sync request.
- **Response Time:** Timestamp when the system processed the sync request.
- **Channel:** The e-commerce platform being synced.
- **SKU:** Product identifier being updated.
- **Order ID:** Unique identifier for the order.
- **Quantity:** Number of items involved in the sync process.
- **Base Price/Sale Price:** Pricing details.
- **Result:** Indicates whether the sync was successful or encountered an issue.

STOCK ORDERS REPORTS + SYNC STATUS T										
Filter										
SNo.	Request Time	Response Time	Channel	SKU	Order ID	Quantity	Base Price	Sale Price	Result	User Type
1	03-03-2025 08:07:16	03-03-2025 08:07:19	TikTok	090-WHITE-XL	580042732703746907	10			Sync Successfully	
2	03-03-2025 08:07:14	03-03-2025 08:07:16	WooCommerce	090-WHITE-XL	580042732703746907	10			Sync successfully	
3	03-03-2025 08:07:16	03-03-2025 08:07:16	Shopee	090-WHITE-XL	580042732703746907	10			Sync Successfully	
4	03-03-2025 08:07:13	03-03-2025 08:07:14	Lazada	090-WHITE-XL	580042732703746907	10			Sync successfully	
5	03-03-2025 08:07:11	03-03-2025 08:07:13	TikTok	141-PINK-M	580042717614803147	15			Sync successfully	
6	03-03-2025 08:07:10	03-03-2025 08:07:11	Shopee	141-PINK-M	580042717614803147	15			Sync Successfully	
7	03-03-2025 08:07:09	03-03-2025 08:07:10	WooCommerce	141-PINK-M	580042717614803147	15			Sync successfully	
8	03-03-2025 08:07:07	03-03-2025 08:07:09	Lazada	141-PINK-M	580042717614803147	15			Sync successfully	
9	03-03-2025 08:07:04	03-03-2025 08:07:07	TikTok	196-CREAM-M	250303KY2RLP0K	6			Sync Successfully	
10	03-03-2025 08:07:02	03-03-2025 08:07:04	WooCommerce	196-CREAM-M	250303KY2RLP0K	6			Sync successfully	
11	03-03-2025 08:07:04	03-03-2025 08:07:04	Shopee	196-CREAM-M	250303KY2RLP0K	6			Sync Successfully	
12	03-03-2025 08:07:01	03-03-2025 08:07:02	Lazada	196-CREAM-M	250303KY2RLP0K	6			Sync successfully	

11.3 Interpreting Sync Results

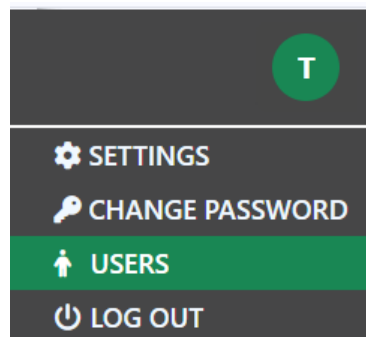
- **Sync Successfully:** The data was synchronized without any errors.
- **Sync Failed:** There was an issue in syncing data; user intervention may be required.

12. User Account Management

This section covers how users can manage their account settings, update their passwords, handle user roles, and securely log out.

12.1 Accessing the Settings Menu

1. Click on the profile icon at the top right corner of the interface.
2. A dropdown menu will appear with the following options:
 - **Settings**
 - **Change Password**
 - **Users**
 - **Log Out**



12.2 Settings

Welcome to the Stock Management System. This system allows you to manage different eCommerce platform integrations, providing seamless synchronization of data across multiple channels like WooCommerce, Lazada, Shopee, and TikTok. This manual serves as a comprehensive guide to help users navigate and efficiently use the stock

management system interface. It details how to add, modify, delete, and sync channel credentials securely.

The interface is designed with user-friendliness in mind. Users can:

- Add new channel credentials.
- Edit existing credentials.
- Remove outdated or incorrect credentials.
- Manually trigger synchronization of stock data.

Navigating the Interface

Adding a New Channel

1. Select the channel from the dropdown menu (e.g., WooCommerce, Lazada, Shopee, TikTok).
2. Enter the username for the selected channel.
3. Enter the password for authentication.
4. Provide the Partner-ID/App-Key for the selected platform.
5. Provide the Secret-Key/Partner-Key required for authentication.
6. Click on the green **Insert** button to save the credentials.

Editing an Existing Channel

1. Locate the channel you wish to modify in the list.
2. Click the **Edit (pencil icon)** button in the 'Action' column.
3. Modify the necessary fields.
4. Save the changes to update the credentials.

Deleting a Channel

1. Locate the channel you wish to delete.

2. Click the **Delete (trash icon)** button in the 'Action' column.
3. Confirm the deletion when prompted.

Synchronizing Data

1. Locate the channel you want to synchronize.
2. Click the **Sync (refresh icon)** button in the 'Action' column.
3. The system will fetch the latest data and update it accordingly.

Field Descriptions:

Field Name	Description
Channel Name	The eCommerce platform being integrated (e.g., WooCommerce, Lazada).
User Name	The username associated with the channel.
Password	The password for authentication (masked for security).
Partner-ID/App-Key	A unique identifier for API authentication.
Secret-Key/Partner-Key	A security key required for authentication.
Sync Activity	Indicates whether the data synchronization is active (green checkmark).
Action	Provides options to edit, delete, or sync the channel credentials.

Common Actions & Their Explanations

- **Insert Button:** Adds a new integration.
- **Edit Button:** Modifies existing credentials.
- **Delete Button:** Removes an integration.
- **Sync Button:** Manually synchronizes data.
- **Green Checkmark:** Indicates active synchronization.

STOCKORDERSREPORTS SYNC STATUS

Select Channel

Username

Password

Secret-Key/Partner-key

Partner-Id/App-Key

Insert

Channel Name	User Name	Password	Partner-Id/App-Key	Secret-Key/Partner-key	Sync Activity	Action
WooCommerce	woouser	*****	ck_99b463d18b6b1483e2ef237181e15c5ba5	cs_bd7b4d0d15ca8f6d72d41316faecad8beb5		
Lazada	Luser	*****	129901	pHu8Him1JADJ0Rjm3XSSX0CCIBKRITWA		
Shopee	shuser	*****	2009196	7051547a446f4879686b716355446c6256504		
TikTok	Test	*****	456787	dfs4454ere		

12.3 Changing Password

1. Click on **Change Password** in the settings menu.
2. Enter your current password.
3. Type in the new password and confirm it.
4. Click **Save** to update your password successfully.

Current Password

New Password

Confirm Password

login12345

Change Password

12.4 Managing Users

1. Click on **Users** in the settings menu to view the list of users with access to the system.
2. Admin users can add, edit, or remove user accounts as needed.
3. Permissions can be assigned to different users based on their roles.

STOCKORDERSREPORTS SYNC STATUS									
Add UserDelete User									
	User Name	First Name	Last Name	Role	Email	Access	Last Login	Enable/Disable	Actions
<input type="checkbox"/>	admin	Nicolaj	Morell	Admin	nicolaj@nicolajmorell.com	All	3 Mar 2025 2:29	<input checked="" type="checkbox"/>	✍ 🔑
<input type="checkbox"/>	Apinya	Apinya	Pankeaw	User	Apinya@justgirliefashion.com	All	3 Mar 2025 2:23	<input checked="" type="checkbox"/>	✍ 🔑
<input type="checkbox"/>	test45	Mohd	Asjad	User	asjad.e2xinfotech@gmail.com	All	6 Mar 2025 10:40	<input checked="" type="checkbox"/>	✍ 🔑

12.5 Logging Out

- 1. Click on **Log Out** from the settings menu to securely exit your session.
- 2. This prevents unauthorized access to the system when you are away from your device.

