

Title: OEM Vendor Admin Instructions

1. Introduction

Welcome to the OEM Vendor Admin portal. This document provides instructions for navigating and utilizing the system effectively. Ensure you follow each step carefully to manage your tasks efficiently.

2. System Requirements

- **Hardware:**
 - Minimum: 2 GHz dual-core processor
 - Recommended: 4 GHz quad-core processor
 - RAM: 4 GB (minimum), 8 GB (recommended)
 - **Software:**
 - Operating System: Windows 10 or later, macOS 10.14 or later
 - Browser: Google Chrome, Mozilla Firefox, or Microsoft Edge (latest version)
 - Internet Connection: Stable broadband connection
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3. Setup Instructions

- **Accessing the System:**
 - Navigate to the portal URL: [insert URL here]
 - Log in using your credentials (Username and Password).
 - **Initial Setup:**
 - Follow the on-screen instructions to complete your profile setup.
 - Verify your email address by clicking on the verification link sent to your registered email.
 - **Configuring Preferences:**
 - Go to the "Settings" section to configure your preferences, including notifications and user interface settings.
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4. User Roles and Permissions

- **Administrator:**
 - Full access to all features and settings
 - Ability to manage other users' roles and permissions

- **Manager:**
 - Can view and manage orders and inventory
 - Limited access to user management
 - **Vendor:**
 - Can view and update their own orders and inventory
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5. How to Use the System

- **Managing Orders:**
 - Go to the "Orders" tab to view and manage your orders.
 - Use filters to search for specific orders and update their status as needed.
 - **Updating Inventory:**
 - Access the "Inventory" section to add or update inventory items.
 - Ensure that all changes are saved by clicking the "Save" button.
 - **Generating Reports:**
 - Navigate to the "Reports" section to generate various reports related to orders and inventory.
 - Select the report type and specify the date range before generating.
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6. Troubleshooting

- **Login Issues:**
 - If you cannot log in, ensure that your username and password are correct.
 - Use the "Forgot Password" option to reset your password if needed.
 - **System Errors:**
 - Clear your browser cache and cookies.
 - If the problem persists, contact support using the information below.
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7. Contact Information

- **Support Team:**
 - Email: support@oemvendor.com
 - Phone: +1-800-123-4567
 - Support Hours: Monday to Friday, 9 AM to 5 PM (EST)

