

L'ORÉAL

PARTNER SHOP

USER GUIDE

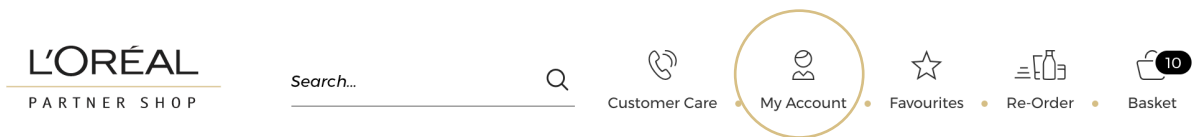
*How to use
Rights Management
feature?*



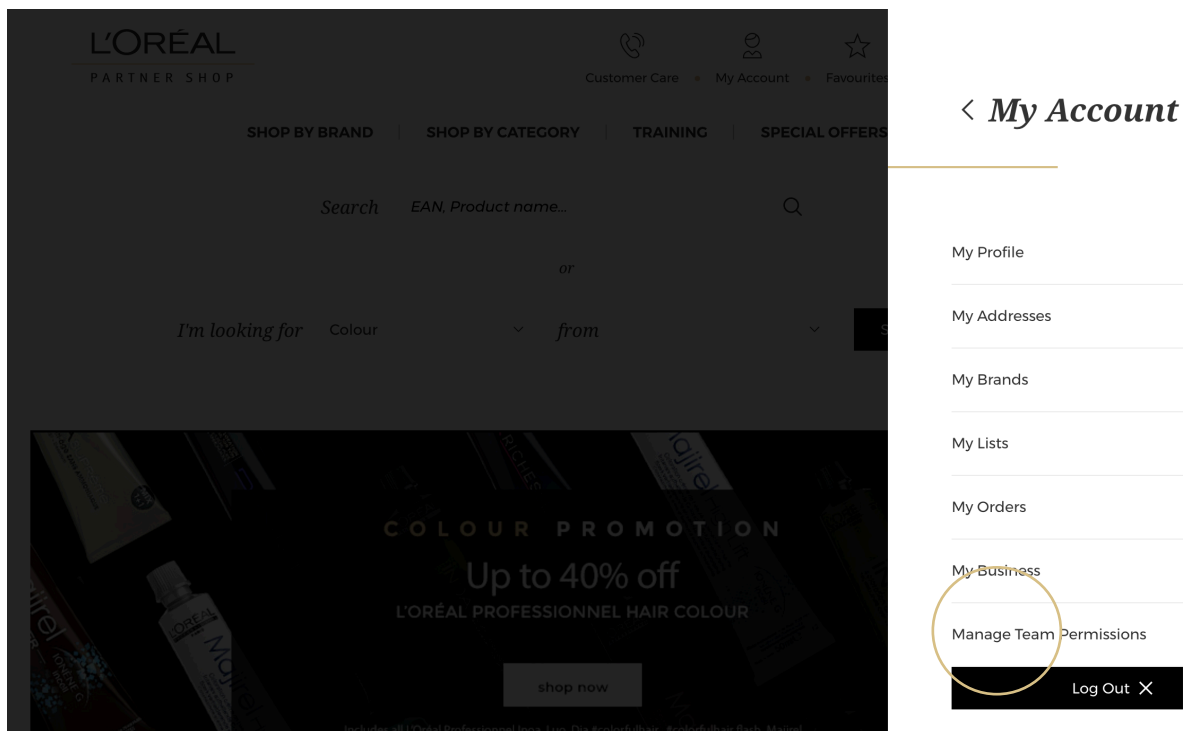
How to manage the user rights?

Each physical user browsing the website will have specific permissions applied to his nominative account. These permissions will allow or forbid him from seeing or making some actions. Permissions will be only managed by Super Admin role (who is the primary user currently existing). All permissions are automatically assigned to Super Admin role.

On any page, click on 'My Account' in the header, a lateral layer will be displayed.

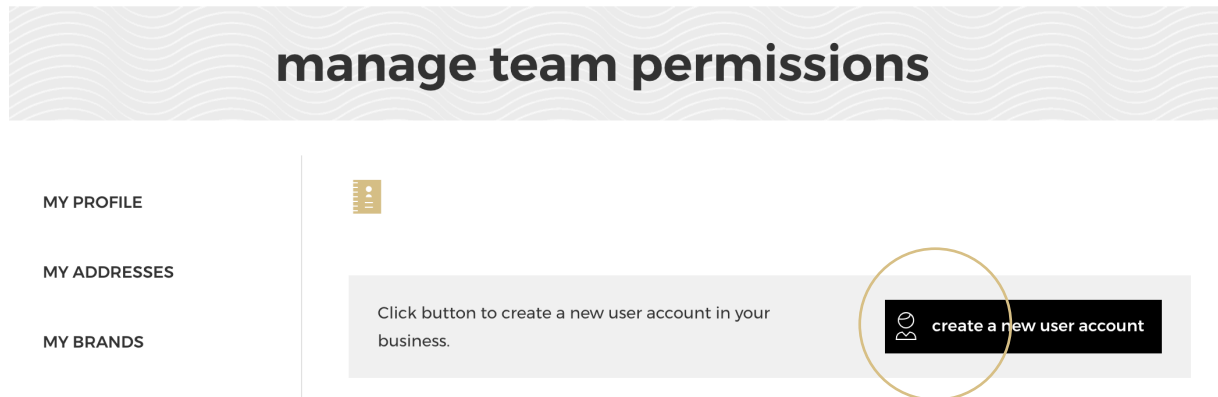


Then, you must click on 'Manage Team Permissions' to be redirected to the corresponding landed page.



01 — CREATE A NEW USER ACCOUNT

If you want to create a new user account, click on the button 'create a new user account', a popin will be displayed to create your new user account.



First, you must enter the first name of the new user (1) and his last name (2). Then you can choose the job title in the dropdown list (3) and the name of the hair salon where he works (4). Write his email address (5). Finally, you can check the general conditions box (6) and click on 'send request' (7) to create the new user. If you want to cancel or go back to the 'manage team permissions' page you can click on the 'cancel' link or on the cross (8).

The image shows a popin window titled "Creating new user" with a close button (X) in the top right corner. The form contains the following fields and elements:

- 1**: First Name input field
- 2**: Last Name input field
- 3**: Salon Owner dropdown menu
- 4**: HairCut North dropdown menu
- 5**: Email input field
- 6**: A toggle switch followed by the text "I confirm that the owner of this e-mail address gave his/her agreement for the purposes of this account creation."
- 7**: A link labeled "Cancel" with a horizontal line underneath it.
- 8**: A black button labeled "send request".

When you click on the send request button, a confirmation message will be displayed, and the new user will receive a Welcome email with his login access to the L'Oréal Partner Shop platform.

manage team permissions

MY PROFILE

MY ADDRESSES

MY BRANDS

MY LISTS

Click button to create a new user account in your business.

[create a new user account](#)

✓ User created

By default, when you create a new user, the only user permission is 'Browse products'. With this permission, the user can only browse the catalog. The salon owner must edit the right of this user to assign him the right permissions.

02 — MANAGE USER ACCOUNT

You can edit the information and the rights of each user by clicking on the 'Edit' link, below this first section.

MY ADDRESSES

MY BRANDS

MY LISTS

MY ORDERS

MY BUSINESS

MANAGE TEAM

PERMISSIONS

[Log Out](#)

Click button to create a new user account in your business.

[create a new user account](#)

✓ User created

Full name	Job title	Salon	Status
HairCut North	Administrator	HairCut North	<input checked="" type="checkbox"/> Edit
Danielle Arnaly	Hairstylist	HairCut North	<input checked="" type="checkbox"/> Edit
Harmonie Delaunay	Other	HairCut North	<input type="checkbox"/> Edit
Vandenabeele Fabien	Salon Owner	HairCut North	<input checked="" type="checkbox"/> Edit
Elena Villalba	Manager	HairCut North	<input checked="" type="checkbox"/> Edit

When you click on 'Edit', all information about the user selected is displayed. First, you can change all the general information about the users (1) and then their rights on the L'Oréal Partner Shop platform (2). Once you have made your changes click on 'save' (3) to save your changes. If you want to cancel your changes, you can click on the 'cancel' link (4).

The screenshot shows a user management interface. At the top, there are three tabs: 'Danielle Arnaly', 'Hairstylist', and 'HairCut North'. To the right of these tabs is a toggle switch and an 'Edit' link. Below the tabs, the text reads 'Edit users and permissions below' and 'Please note that some permissions are linked and cannot be selected independently'. A callout '1' points to the first row of input fields: 'Danielle', 'Arnaly', and 'Hairstylist'. A second row contains 'HairCut North' and 'test.lorealpartnershop@gmail.com'. Below this are several permission checkboxes, each with a help icon: 'Browse products' (checked), 'View price' (checked), 'Add products to basket' (checked), 'Place order' (unchecked), 'Create auto-replenishment list' (checked), 'Activate auto-replenishment list' (unchecked), 'Manage user permissions' (unchecked), 'View order history' (unchecked), and 'View credit information' (unchecked). A callout '2' points to the 'Create auto-replenishment list' checkbox. At the bottom left, there is a 'Cancel' link with a callout '4'. At the bottom right, there is a 'save' button with a callout '3'.

You will find below the description of each permission :

Browse product : The user can browse the catalog. This is the minimum permission.

View price : The user can see all product prices on the LPS platform

Add products to basket : The user can create a cart but cannot place an order by himself

Place order : The user can place regular orders by himself and place orders for 'add products to basket' users who sent a request

Create auto-replenishment list : The user can create, add products, edit and remove auto-replenishment lists but cannot activate or deactivate them

Activate auto-replenishment list : The user can create, add products, edit, remove and activate his own auto-replenishment lists and activate or deactivate auto-replenishment lists for 'create auto-replenishment list' users who sent a request

Manage user permissions : The user can manage all users within his organization including : create new users and apply permission(s) to them, deactivate existing users and manage existing user permissions

View order history : The user has access to 'My orders'

View credit information : The user has access to credit and invoice notifications in 'My profile'







Note that some permissions are linked and cannot be selected independently.

03 — EXAMPLE : HOW TO CHECKOUT WITH LIMITED RIGHT

Let's take an example with a user with the following permissions : Browse product, View price, Add products to basket and Create auto-replenishment list.

This user can view prices and add products to his cart. He can select the quantity he requires by either typing in the number or using the '+' or '-' buttons (1). Once he has adjusted the quantity he wants, he must click on the 'basket icon' to add the products to his basket (2). He can also add quantities on several products and click on 'add all to basket' in the sticky add to basket bar (3).

L'ORÉAL PARTNER SHOP







Search...   Customer Care •  My Account •  Favourites •  Re-Order •  Basket 75

SHOP BY BRAND | SHOP BY CATEGORY | TRAINING | SPECIAL OFFERS


← back Home > Shop by brand > L'Oréal Professionnel


L'Oréal Professionnel


0 selected criteria Sort By ▾

<p>All Products Brands you stock</p> <hr/> <p>SUB BRAND ▾</p> <hr/> <p>PRICE ▾</p> <hr/> <p>DESIGNED FOR ▾</p>	 <p>Volumetry Conditioner 200MI Série Expert L'Oréal Professionnel 3474636505890</p> <p>MY PRICE £10.40 LIST PRICE £10.70</p> <p>IN STOCK</p> <p>- 0 +  2</p> <p>✓ 6 UNITS IN YOUR BASKET</p>
	 <p>Majimeche Double Cream Sachets (6x25ml) Blond Studio L'Oréal Professionnel 3474630704756</p> <p>MY PRICE £24.25 LIST PRICE £24.50</p> <p>IN STOCK</p> <p>- 0 +  1</p> <p>✓ 6 UNITS IN YOUR BASKET</p>
	 <p>Reconstruct Very Damaged Hair Shampoo 250ml Pro Fiber L'Oréal Professionnel</p> <p>MY PRICE £10.50 LIST PRICE £10.50</p> <p>IN STOCK</p> <p>- 0 +  3</p>

YOUR SELECTION (0) 0 GBP

add all to favourite list 

add all to auto-replenishment list 

add all to basket 

You can retrieve all the information on how to place an order in a user guide following this link.

Then on any page, the user can click on the 'Basket' icon in the header, he will be redirected on the Basket page. On the Basket page, the user cannot place an order but only send an order placement request.

← back

Home > Basket

my basket (75) : £1,194.96

send order placement request

Minimum order value has not been reached. Please note that you cannot place an order for less than £75 (excluding VAT).

Delivery #1, available starting 22 Jul 2019

Clear Basket



DIA ACTIVATEUR 6 VOL 1000ML
L'Oreal Professionnel
Oxydant
3474630440395

£10.90

LIST PRICE £11.00

- 6 +

£65.40

delete



CREAM OXYDANT 30 VOL
L'Oreal Professionnel
Oxydant
3474630440395

£9.65

LIST PRICE £9.65

- 3 +

£28.95

delete



75 products in your basket

Sub Total list price	£1,006.30
Order Subtotal	£990.85
Estimated VAT	£199.16
Estimated Shipping	£4.95
Order Total	£1,194.96

We offer free delivery on all orders.

When the user clicks on the 'send order placement request' button, a popin will be displayed where he can choose the approver (1) in the dropdown list and add details if necessary (2). Once he has filled in the fields, he must click on 'submit' (3) to send his request. If he wants to cancel his request, he can click on the 'cancel' link (4).

Send an order placement request

Send this order placement request to all profiles able to place this order for you in your organization. Please note that once this request is sent, products will be removed from your cart page.

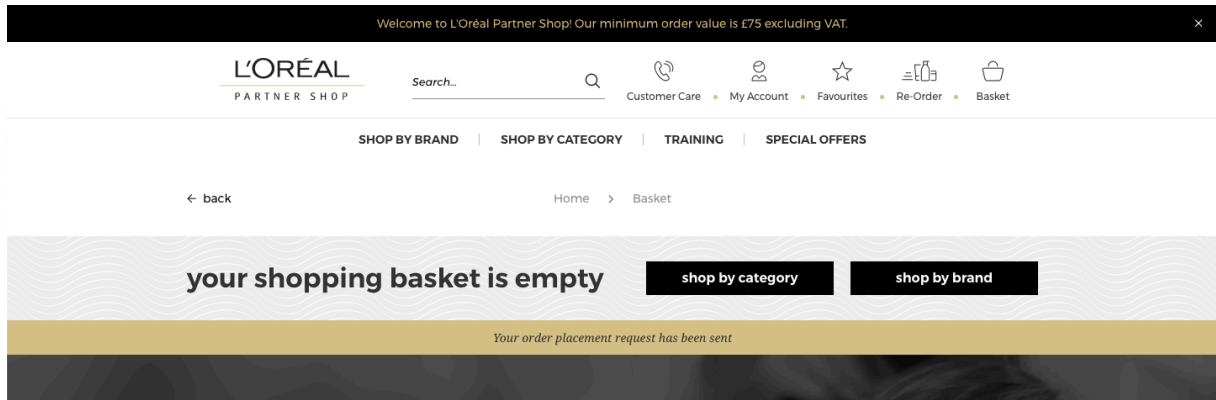
1 Please select an approver

2 Feel free to add details about this request

200 remaining characters

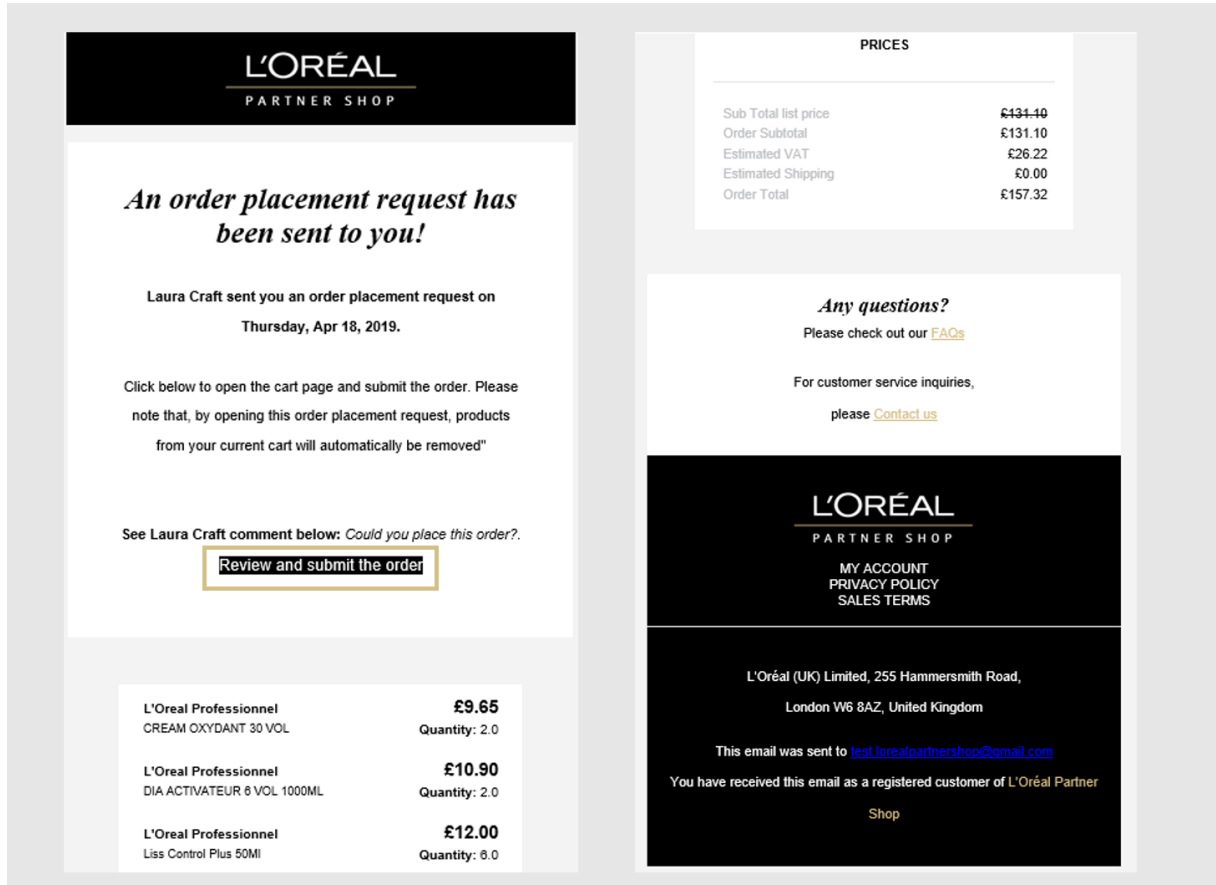
4 [Cancel](#) 3 **submit**

A confirmation message will be displayed to confirm his order placement request has been sent.



Once the request has been sent, the approver will receive an email to validate the order placement request. Then, the approver must click on the link in this email to open this basket and proceed to checkout.

Note that, by opening this order placement request, products from the approver current basket will automatically be removed.



04 — OTHER INFORMATION

In this section, you will find all the users sorted by hair salon. You will retrieve the full name of the salon or the user (1), the job title (2), the name of the salon (3) and the status (4).

The screenshot shows a user management interface. On the left is a sidebar with navigation options: MY ADDRESSES, MY BRANDS, MY LISTS, MY ORDERS, MY BUSINESS, MANAGE TEAM, and PERMISSIONS. At the bottom of the sidebar is a 'Log Out' button. The main content area has a header with a 'create a new user account' button. Below is a table of users with columns for Full name, Job title, Salon, and Status. Callouts 1-4 point to the dropdown arrows in the header, the status toggle, the salon name, and the status toggle respectively.

Full name	Job title	Salon	Status
HairCut North	Administrator	HairCut North	<input checked="" type="checkbox"/> Edit
Danielle Arnaly	Hairstylist	HairCut North	<input checked="" type="checkbox"/> Edit
Harmonie Delaunay	Other	HairCut North	<input checked="" type="checkbox"/> Edit
Vandenabeele Fabien	Salon Owner	HairCut North	<input checked="" type="checkbox"/> Edit
Elena Villalba	Manager	HairCut North	<input checked="" type="checkbox"/> Edit

If you click on the arrow (1) you can sort the different categories in alphabetical order. If you click on the status button (2) the user will be deactivated, and he can no longer access the website.

This close-up shows the table header and the first two rows. Callout 1 points to the dropdown arrows in the 'Full name', 'Job title', and 'Salon' columns. Callout 2 points to the status toggle for the user 'Danielle Arnaly'.

Full name	Job title	Salon	Status
HairCut North	Administrator	HairCut North	<input checked="" type="checkbox"/> Edit
Danielle Arnaly	Hairstylist	HairCut North	<input checked="" type="checkbox"/> Edit

If you have any questions about this user guide, do not hesitate to contact us by phone, by email or your personal contact following [this link](#).