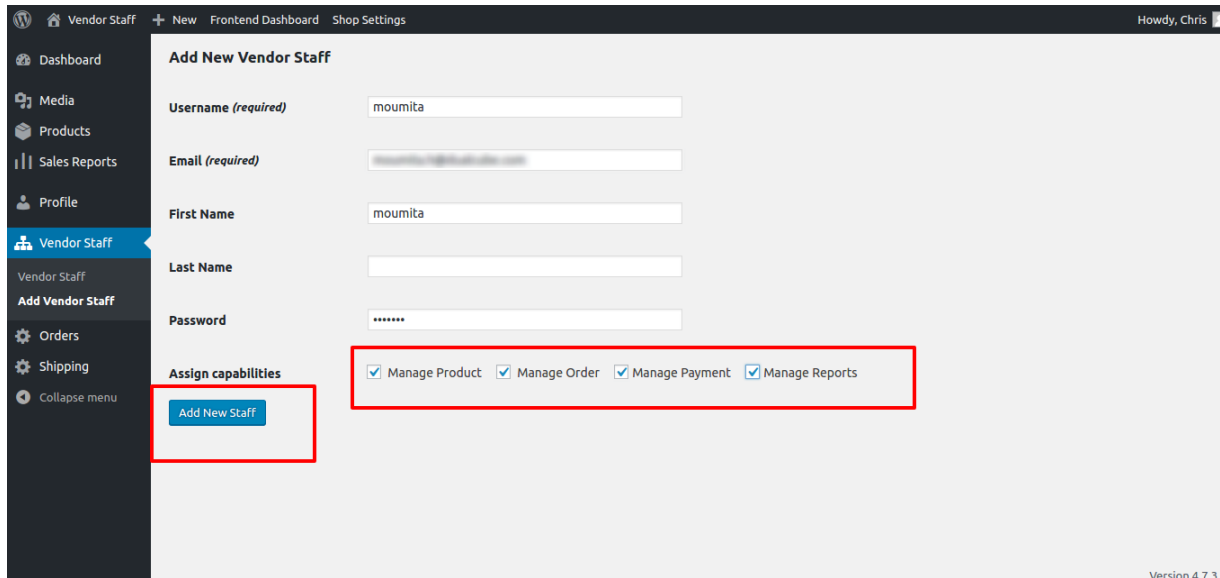


## Creating Vendor Staffs

Every vendor can create their own staff through their **Wordpress Dashboard >> Vendor Staff >> Add New Vendor**.

1. The vendor would create a new vendor and can assign roles for their staff. The New Vendor Staff can be assigned Single role / Multiple roles.



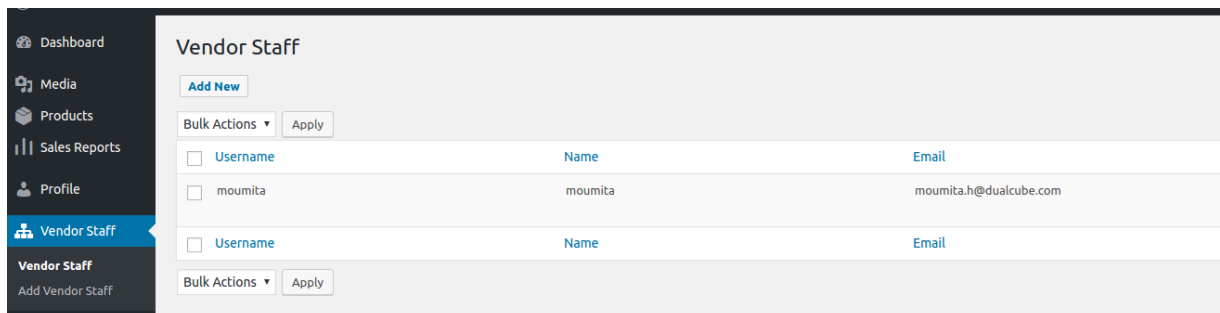
The screenshot shows the 'Add New Vendor Staff' form in the WordPress dashboard. The form includes the following fields and options:

- Username (required):** moumita
- Email (required):** [Redacted]
- First Name:** moumita
- Last Name:** [Empty]
- Password:** [Redacted]
- Assign capabilities:**  Manage Product,  Manage Order,  Manage Payment,  Manage Reports
- Add New Staff:** [Button]

Vendor can assign these following capabilities to their Staff:

- a. Manage Product
- b. Manage Order
- c. Manage Payment
- d. Manage Reports

2. To View all the vendor staff, navigate to WP-Dashboard >> Vendor Staff



The screenshot shows the 'Vendor Staff' list view in the WordPress dashboard. The table displays the following data:

| <input type="checkbox"/> | Username | Name    | Email                  |
|--------------------------|----------|---------|------------------------|
| <input type="checkbox"/> | moumita  | moumita | moumita.h@dualcube.com |
| <input type="checkbox"/> | Username | Name    | Email                  |

## The Functions of Vendor staff

According to the role set by the Vendor; the vendor staff will have those options enabled in their dashboard.

1. If only **Manage Product** is enabled; then vendor staff can only add product behalf of the vendor.
2. If **Manage order** is enabled; Then the staff can only have access the order section.
3. If **Manage Payment** is enabled ; the staff only have access of the payment section.
4. If only **Manage Report** is enabled; the staff only have access of the Report section