



How to invite a user to Sell Your Books Pro

1

Navigate to <https://b2b.worldofbooks.com/pro/dashboard>

The screenshot displays the 'Sell Your Books Pro' dashboard. At the top, there is a navigation bar with 'Ecommerce', 'Sell Your Books Pro' (highlighted in yellow), 'Settings', a search bar, and a user profile icon labeled 'SI'. Below the navigation bar, the page title 'Sell Your Books Pro Dashboard' is shown, with 'Overview' selected. The dashboard features three main metric cards: 'Actual Trade' showing 0 items in basket and 0 basket value; 'Payments' showing 0 trades paid and 0 paid value; and 'Accept Percentage' with a legend for 'Accepted' (green) and 'Rejected' (red). At the bottom, there are sections for 'Trade Status' and 'Accepted & Rejected'.

2 Click "Settings"

The screenshot shows the 'Sell Your Books Pro' dashboard. At the top, there is a navigation bar with 'Ecommerce', 'Sell Your Books Pro', and 'Settings' (highlighted with an orange circle). A search bar is also present. The main content area is titled 'Dashboard' and includes an 'Overview' section. Three main cards are visible: 'Actual Trade' (0 items in basket, 0 basket value), 'Payments' (0 trades paid, 0 paid value), and 'Accept Percer' (with 'Accepted' and 'Rejecte' indicators). At the bottom, there are sections for 'Trade Status' and 'Accepted & Rejected'.

3 Click "Users"

This screenshot shows the same dashboard as above, but with a 'World of Books Settings' dropdown menu open. The menu items are: 'Account Settings', 'Bank Account', 'Profile Settings', 'Teams', and 'Users' (highlighted with an orange circle). The background dashboard content is dimmed.

4 Click "Invite user"

The screenshot shows the 'World of Books Settings' page. At the top right, there is a navigation bar with 'Sell Your Books Pro', a 'Settings' button, a search bar, and a '+ World of Books' logo. Below this, the page title is 'Settings > World of Books Settings'. On the right side of the page, there is a green button labeled 'Invite user' which is circled in orange. Below the button, there are dropdown menus for 'User Group' and 'User Roles', followed by '+ Add more options'. The main content area is titled 'Invited members' and contains a table with the following columns: Name, Email, Phone, Shop Location, Warehouse Location, and Area code. The table lists several users, including Abby Eatock, Diana Ungureanu, Hollie Capell, Kama Villiers - Admin, Leanne Harris, and Mel Cave.

Name	Email	Phone	Shop Location	Warehouse Location	Area code
Abby Eatock	abby.eatock@worldofbuzz.onmicrosoft.com		Abby Eatocks Eatery		1
Diana Ungureanu	Administrator.Diana@shopiago.com				
Hollie Capell	Administrator.hollie@shopiago.com				
Kama Villiers - Admin	Administrator.Kama@shopiago.com				
Leanne Harris	Administrator.Leanne@shopiago.com				
Mel Cave	Administrator.Melissa@shopiago.com				

5 Add the users details and click "Shop level user"

The screenshot shows the 'Invite User' dialog box overlaid on the 'Users' page. The dialog box has a title 'Invite User' and a close button (X). Below the title, it says 'Please enter a valid email address to invite a new member into your account.' There are three input fields: 'EMAIL ADDRESS *', 'USER GROUP *', and 'USER LEVEL *'. The 'USER LEVEL *' field has two options: 'Shop level user' (which is circled in orange) and 'Warehouse level user'. Below the input fields, there is a red text message: 'Selecting at least One role is required'. At the bottom of the dialog box, there are two buttons: 'Invite user' (green) and 'Cancel' (red).

6 Select the user role and click "Please select a location"

The screenshot shows the 'Invite User' dialog box overlaid on the 'Users' management page. The dialog contains the following fields and options:

- USER GROUP ***: A dropdown menu with 'User' selected.
- USER LEVEL ***: Two buttons: 'Shop level user' (highlighted in green) and 'Warehouse level user'.
- USER ROLE ***: Five buttons: 'Shop Manager' (highlighted in green), 'Shop Volunteer', 'Shop Assistant', 'Shop Lister', and 'Area Manager'.
- SHOP LOCATION ***: A dropdown menu with the text 'Please select a location' and an orange circle highlighting it.
- Buttons: 'Invite user' (green) and 'Cancel' (red).

The background shows the 'Users' table with columns for 'Active', 'Name', and 'Email'. The table lists several users, including Abby Eatock, Diana Ungureanu, Hollie Capell, Kama Villiers - Admin, Leanne Harris, and Mel Cave.

7 Assign the user to the correct location

The screenshot shows the 'Invite User' dialog box with the 'SHOP LOCATION *' dropdown menu open. The search bar contains the text 'Enter text to search'. The search results are as follows:

- Niamh's Nic Naks (highlighted with an orange circle)
- Kristy's Kazoo Kabin
- Jo's Juice Bar
- Will's Tech Store
- Sean's Sneaker Town

The dialog also shows the 'USER GROUP *' dropdown set to 'User', the 'USER LEVEL *' set to 'Shop level user', and the 'USER ROLE *' set to 'Shop Manager'. The 'Invite user' and 'Cancel' buttons are visible at the bottom.

8 Click "Invite User"

Please enter a **valid email address** to invite a new member into your account.

USER ROLE *

Shop Manager Shop Volunteer Shop Assistant
Shop Lister Area Manager

SHOP LOCATION *

Niamh's Nic Naks

LISTING RIGHTS

User can list inventory items in this shop
 User can list Collect in store only
 Listings require approval

Invite user Cancel

Active	Name	Location	Warehouse Location	Area code
<input checked="" type="checkbox"/>	Abby Eatock			
<input checked="" type="checkbox"/>	Diana Ungureanu			
<input checked="" type="checkbox"/>	Hollie Capell			
<input checked="" type="checkbox"/>	Kama Villiers - Admin			
<input checked="" type="checkbox"/>	Leanne Harris			
<input checked="" type="checkbox"/>	Mel Cave			



The user will receive an email to create a password. Once they have done this, they will receive a second email to log in.

For the first time logging in, please click the link in the email - this will activate the email address.