# ECOMMERCE MANAGEMENT SYSTEM
Instruction Guide

These instructions will guide you through logging into and accessing the MyAdmin section of mydoitbest.com so you can set user permissions for the new ecommerce management system.

ACCESSING THE SYSTEM

To access MyAdmin, login to mydoitbest.com.

There are two ways to access My Admin:

- You can use the dropdown menu under your name in the upper right-hand corner.
- You can click Online Tools in the navigation menu.
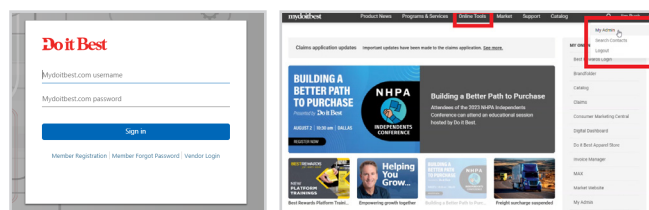
SETTING UP USER PERMISSIONS

Once you access MyAdmin, you'll select Users from the top navigation menu. The Find Users screen will populate. Here is where you can search for an existing user, add a new user, or select a user from the results list.

- Every employee who will be processing online orders must first be set up in the system and assigned a role.

    - *Helpful Hint: You can find additional instructions for adding new users in the Support section of mydoitbest.com.*

- To manage a user's permissions, select the pencil icon next to the user you want to edit.
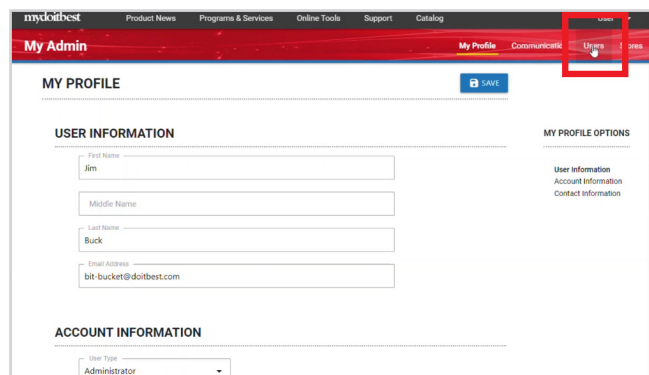
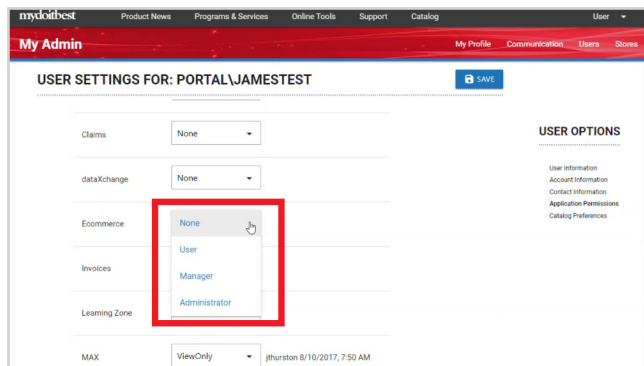**Remember!** You must click Save, or your changes will be lost.

Scroll down to Ecommerce and click the drop-down menu. It will display a list of the different permission levels you can assign a user.

- **None:** None is the default setting for all users before being assigned a role. In this setting, the employee will not have access to any ecommerce functions or member information.

- **User:** All employees who interact with the ecommerce system should at least be assigned as a User. Those assigned as a User can process online orders, including marking orders ready for pickup and completing orders upon customer pickup.

- **Manager:** Those assigned to the Manager role can process ecommerce orders and manage member information. Member information is where you'll maintain email addresses for users who will receive notifications of new orders. It's also where you'll manage your store hours, which are displayed to your customers when they place an order.

- **Administrator:** Administrators will have access to all features in the ecommerce management system, including management of ecommerce orders, managing member information, and viewing sales and proceeds reports.

Save your changes by clicking the Save button in the upper-right corner of the screen. You must click Save or your changes will be lost.

ACCESSING THE ECOMMERCE MANAGEMENT SYSTEM

To access the Ecommerce management system, login to my doitbest.com. Then click Online Tools in the navigation menu, and select Ecommerce Management System.
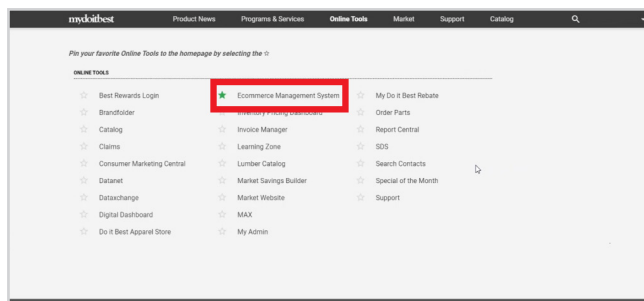
ECOMMERCE MANAGEMENT SYSTEM
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MANAGING USER EMAIL NOTIFICATIONS & SETTING STORE HOURS

By navigating to the Member Information section on the landing page, managers and administrators can add and remove users from email notifications, plus they can manage store hours.
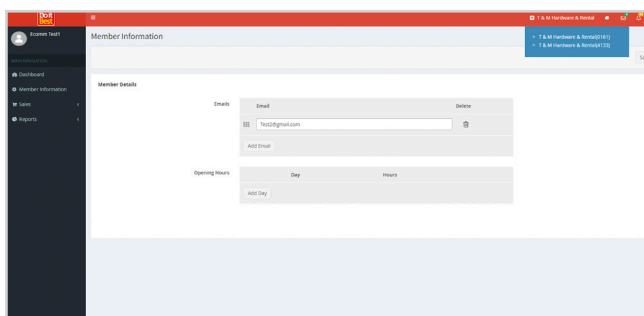
- In this view, you can delete a user from notifications simply by deleting their email from the list—just toggle the "Used for notifications" switch off then click Save in the upper right-hand corner of the screen.

- You can add a user by clicking Add Employee and adding their email to the list and clicking the Save button in the upper right-hand corner of the screen.
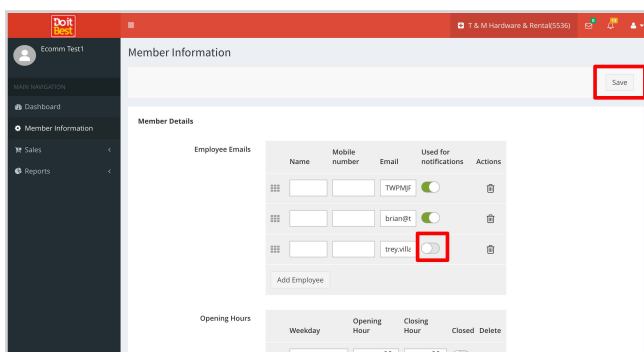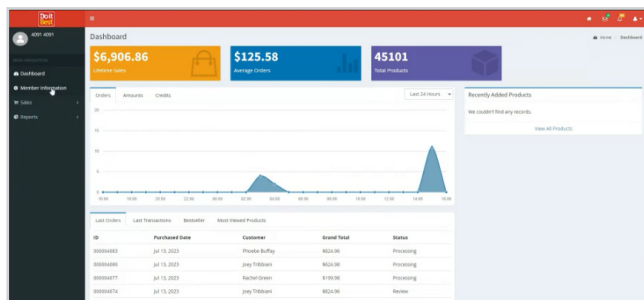
- Scroll down, and you'll see your store hours. Store hours must be maintained and updated because these hours are displayed on your store's website. Accurate store hours are important so the customer knows exactly when they can pick up their online orders.
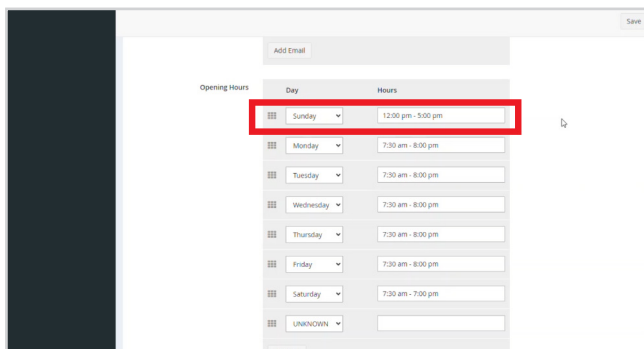
- If you have multiple store locations, click on the store name in the upper right-hand corner to display all stores. Be sure to click on each store location to add or edit emails and store hours.

Remember! You must click Save, or your changes will be lost.