

1.

Log in



The screenshot shows the Sun Scientific website's login page. At the top, there's a navigation bar with links for 'Order history', 'Unsubmitted Orders', 'Account', and a shopping cart icon showing an 'ORDER TOTAL' of '\$250.00'. Below this is a secondary navigation bar with 'Home', 'Payments', 'Support Center', and 'Contact Us'. A search bar is on the right. The main content area features a 'Shop by Brand' sidebar with categories like 'Aero-Wrap Compression', 'AeroDVx', 'Compression Accessories', and 'Wound Care'. To the right are buttons for 'AERO-WRAP COMPRESSION', 'AERODVX', 'COMPRESSION ACCESSORIES', 'WOUND CARE', 'VASCULAR ACCESS', and 'MARKETING MATERIALS'.

2.

Go to Account, Select Users.



The screenshot shows the 'Account' page. A dropdown menu is open from the 'Account' link in the top navigation bar. The dropdown contains the text 'Sample Customer LLC', a link to 'Switch to Sample Customer - Same email', a highlighted 'Users' option with a cursor, and a 'LOGOUT' button. The background shows the same website layout as in step 1.

3.

Select ADD USER.



The screenshot shows the 'Users' management page. On the left is a 'Shop by Brand' sidebar. The main area has a 'Users' heading and a highlighted 'ADD USER' button. Below the button, it says 'No other users found'. A top navigation bar shows 'Home' and 'Users'.

4.

Add in User Details.

Please note, you can select the level of authority the user has.

Can Confirm Order Without Approval:

Off: Orders require admin approval.

On: User can place orders directly.

Can View Full History:

Off: User sees only their own orders.

On: User sees all orders in the organization.



The screenshot shows the 'New User' form. It has fields for 'NAME \*' and 'EMAIL \*'. Below these are checkboxes for 'CAN CONFIRM ORDER WITHOUT APPROVAL' and 'CAN VIEW FULL HISTORY'. A 'Show other fields' button is present. At the bottom, there's a note: 'User will be emailed with password reset details'. The 'CREATE USER' button is highlighted. Annotations with dashed lines connect the 'Can Confirm Order Without Approval' and 'Can View Full History' sections to their respective checkboxes in the form. A 'PDF CATALOG' button is visible in the sidebar on the left.