

MIP Store How-To's

MIP









Adding Roles & Permissions





Step 1: Go to www.mip.ca



Step 2: Click on the MIP Store tab



Step 3: Click on "Sign In"







Step 4: Sign-In using your Account Email and Password

(If you forget your password, click on "Forgot Your Password")

| Customer Login |
|--|
| |
| Registered Customers |
| If you have an account, sign in with your email address. |
| Email* |
| |
| Decement |
| Password* |
| 1 |
| I'm not a robot |
| Privacy - Terms Sign In Forgot Your Password? |
| * Required Fields |

Step 5: Click on the (arrow) beside "My Account" And select "My Account" in the drop down menu

| | | BACK TO MIP.CA | CONTACT US MY ACCOU | | RE (0 ITEMS) SIGN OU | ENGLISH 🗸 |
|---------------------|----------------------------|----------------|--|-----------------|----------------------|-----------------|
| | | | MY ACCOUNT MY WISH LIST SIGN OUT | Search | Q | ſ - •• ~ |
| APPAREL ~ BEDDING ~ | CARTS & BAGS ~ INTERIORS ~ | KITCHEN LINENS | MATTRESSES ~ | REPOSITIONING ~ | TOWELS ~ UP | IDERPADS ~ |





Step 6: Select "Roles & Permissions"



Step 7: Click on "Add New Role"

Add New Role





Step 8: Name the New Role

Role Name*

Step 9: Check the Permissions granted to this Role, and click "Save Role"

| Expand All Collapse All | | | | |
|----------------------------------|-------------------|--------------|-------|---------------------------|
| | | | | |
| Sales | | | | |
| Checkout (place order) | | | | |
| Use Pay On Account method | ID | Role | Users | Actions |
| View orders | 3437 | Default User | 3 | Duplicate Edit Delete |
| View orders of subordinate users | 4178 | funny | 0 | Duplicate Edit Delete |
| | 4175 3 Item(s) | TEST role | 2 | Duplicate Edit Delete |
| - 🚫 🗌 Company Profile | Add New Role | | | |
| 😳 🗌 Company User Management | _ | | | |
| 🕞 🗌 Company Credit | | | | |
| Save Role | | | | |

And you are all set!

