

## Users

To view the list of seller users, go to the **Users** tab, the following window appears:

First Name	Email	Designation	Status	Update Date	Actions
<input type="checkbox"/> Rasha		Admin	Active	Jun 17, 2022	
<input type="checkbox"/> GBL		Sales person	Active	Jun 17, 2022	

Users added to the selected seller are listed along with the email, designation, status, and updated date.

To change the user account, select the user you want then click , the following window appears:

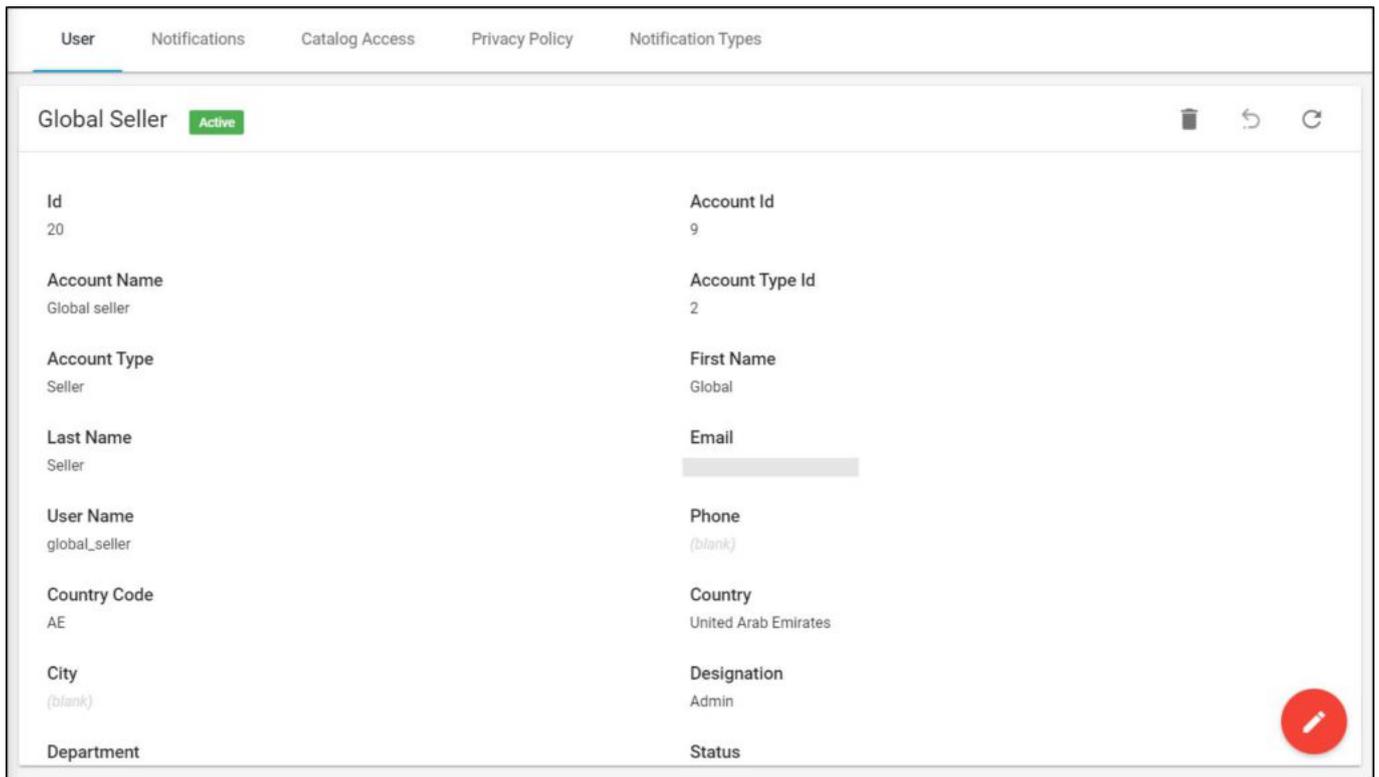
Change Account

Account Type\* Account\*

CANCEL SAVE

Select the account type then select the account of this account type to which you want to change the user.

To view the user details, click its record or select View record from the Actions menu next to it, its details are displayed as shown in the below example:



The screenshot shows a user details page for a 'Global Seller' account. The page has a navigation bar with tabs for 'User', 'Notifications', 'Catalog Access', 'Privacy Policy', and 'Notification Types'. The 'User' tab is selected. The account name is 'Global Seller' and it is marked as 'Active'. The details are displayed in a two-column layout:

<b>Id</b>	20	<b>Account Id</b>	9
<b>Account Name</b>	Global seller	<b>Account Type Id</b>	2
<b>Account Type</b>	Seller	<b>First Name</b>	Global
<b>Last Name</b>	Seller	<b>Email</b>	[Redacted]
<b>User Name</b>	global_seller	<b>Phone</b>	(blank)
<b>Country Code</b>	AE	<b>Country</b>	United Arab Emirates
<b>City</b>	(blank)	<b>Designation</b>	Admin
<b>Department</b>		<b>Status</b>	

A red circular edit icon is visible in the bottom right corner of the details panel.

User details are listed such as account name, type, email, and country, etc. For more information, refer to "[Users](#)".