

# Horizon Online Mobile App

## Store Admins - Retail Staff Account Management

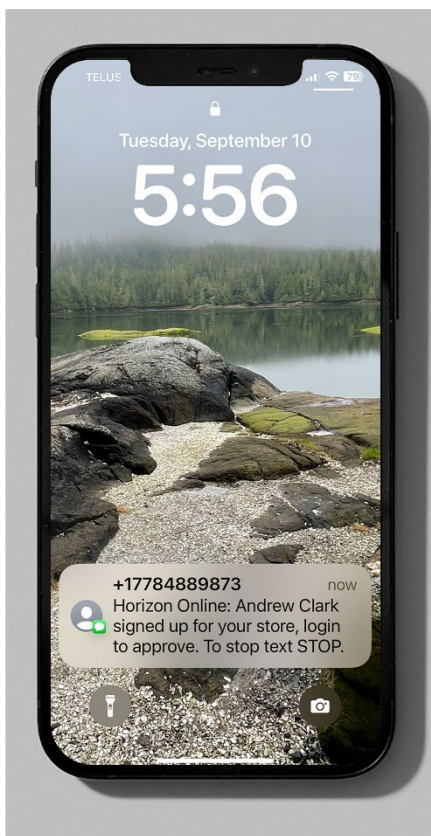


### Steps to Approve a Staff User Account

Horizon Grocery + Wellness has created the role of Store Admin as a way for stores to effectively and easily manage their staff Horizon Online app User Accounts and control online orders from their Mobile Device. We are requesting that Retail customers name one or more Store Admins to manage their staff user accounts.

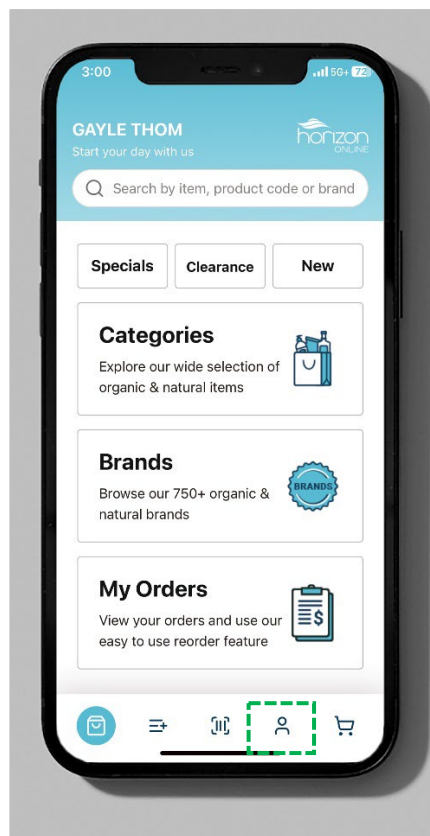
Store Admins will be responsible for **verifying and approving** all staff member information before activating their user accounts. Store Admins will also be in charge of **deactivating** all user accounts of staff members that are no longer employed by their store.

#### 1) TEXT NOTIFICATION



Store Admins will be notified by **text** when one of their staff members (Andrew Clark) requests a user account.

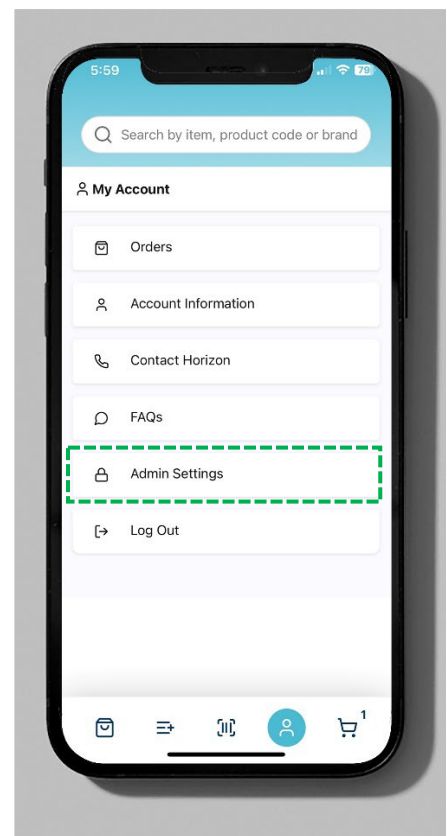
#### 2) OPEN ACCOUNTS



To approve the request, go to **My Account** by clicking on the account icon on the bottom navigation bar.



#### 3) ADMIN SETTINGS



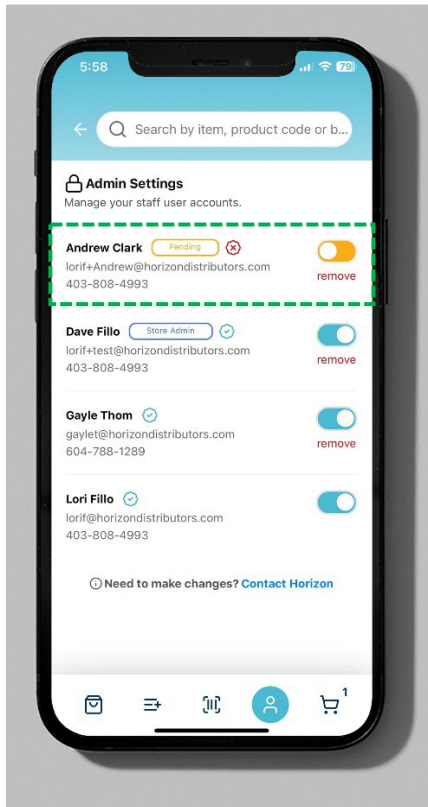
Store Admins will see the **Admin Settings** button under their account. Click this button to view your staff accounts.

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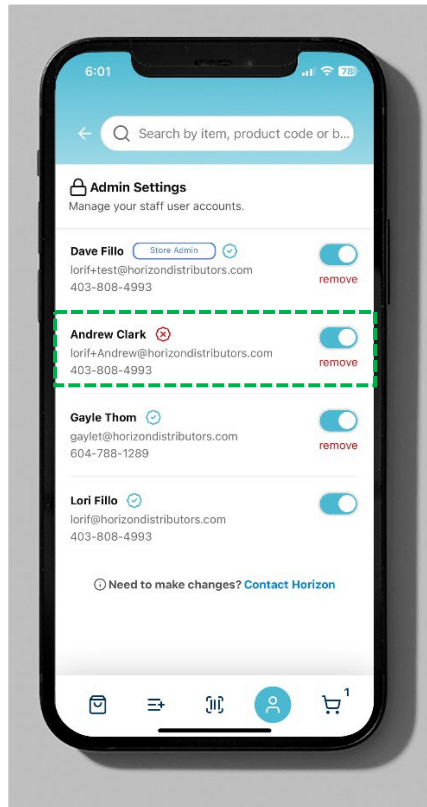


### 4) PENDING ACCOUNTS



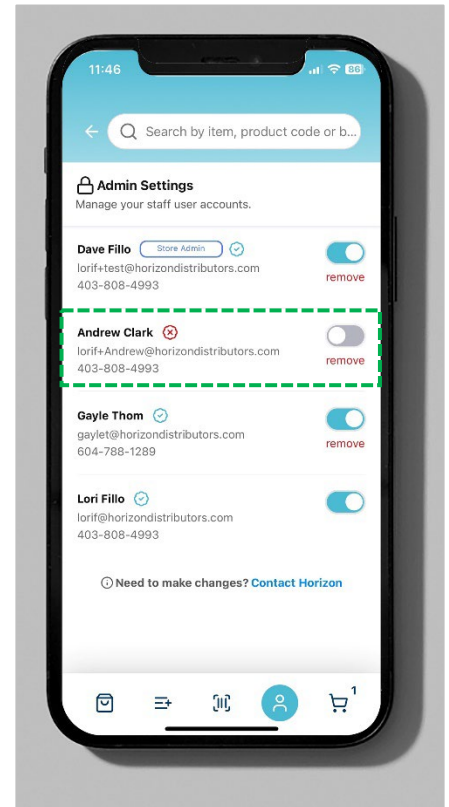
**All your staff accounts** are visible here. Staff that have submitted User Account Requests will show up marked with Pending in orange.

### 5) ACTIVATE A USER ACCOUNT



**Slide the orange toggle** next to the Staff User Account to the right to activate the account. Toggle turns from orange to blue.

### 6) DEACTIVATE A USER ACCOUNT



**Deactivate a Staff User Account** by sliding the toggle back to the left. Toggle turns from blue to grey.

**To reactivate** an account slide the toggle back to the right.

## Active, Non-Active Staff Accounts and Account Review

Please notify your staff when you have activated your account and also deactivate staff user accounts that are no longer active. Horizon will send you periodic reminders to review your staff accounts.

## Have Questions or Need Help?

For concerns or questions about the Store Admin function, please contact us by email at [onlinesupport@horizondistributors.com](mailto:onlinesupport@horizondistributors.com). For more information about Horizon Online please visit our website @ <https://www.horizondistributors.com/online-ordering/>