2. Enterprise Management

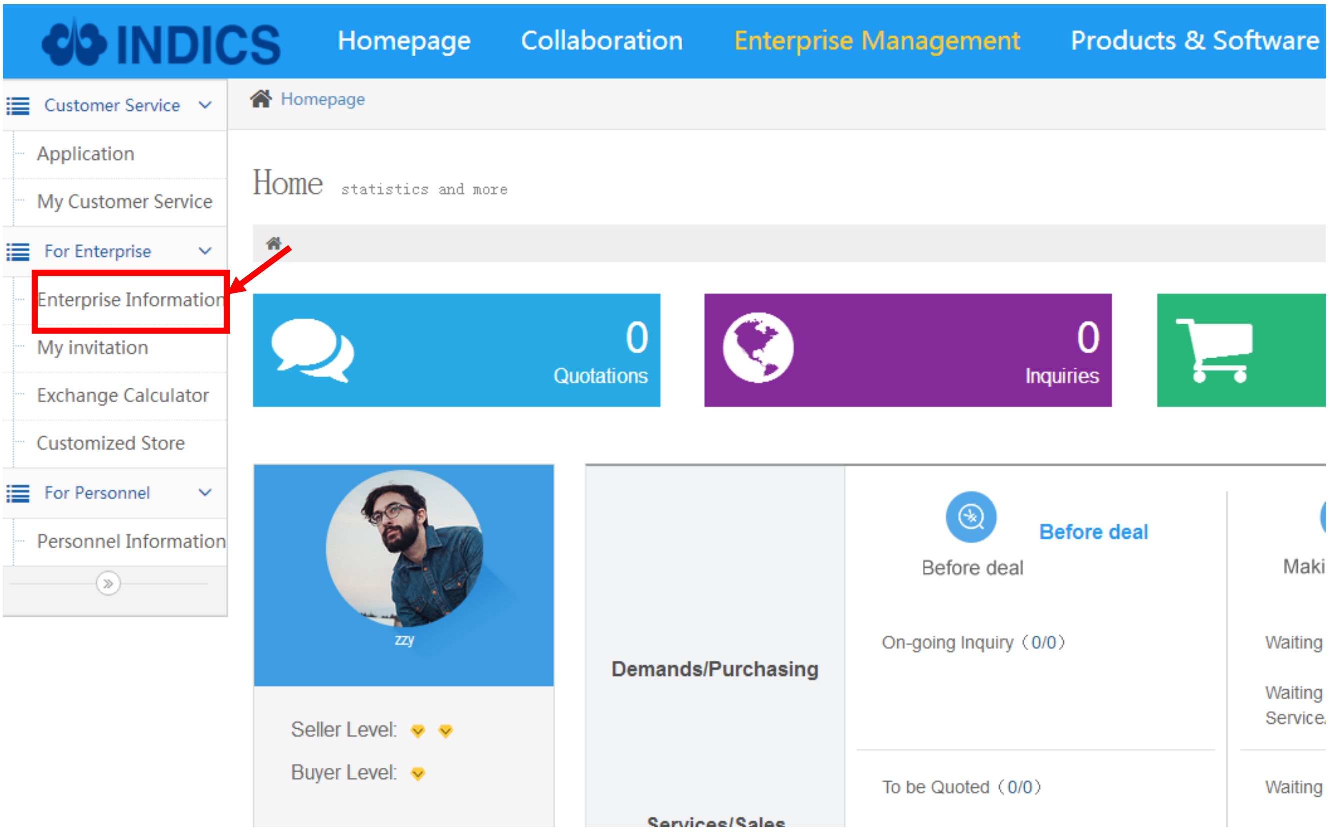
Enterprises can further maintain your information and manage your personnel and roles.

2.1 Enterprise Information Maintenance

Target: Enterprise administrator

Operation path: Click Username to enter the Background Management System, as shown in the figure below.

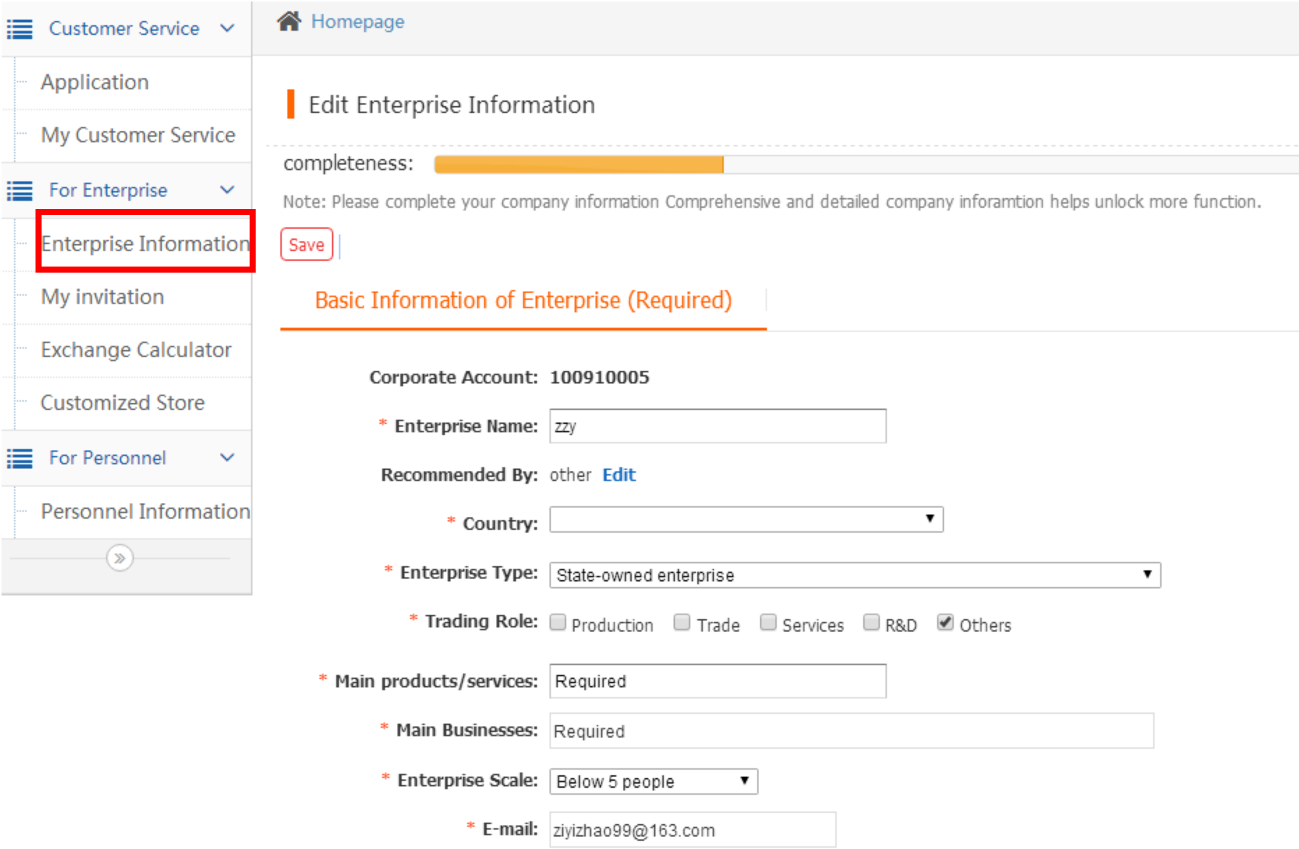
Click “Enterprise Management” → Click “Enterprise Information” under “For Enterprise”.



Enterprise Management Homepage

Operation procedure:

1) There is one section on the Enterprise Information page: “Basic Information of Enterprise (Required)”. Enterprises can modify your information by editing this section based on your development needs. Please don’t forget to click “save” every time you have finished editing.



Enterprise Information Editing Page

2.2 Personnel Management

Target: Enterprise administrator

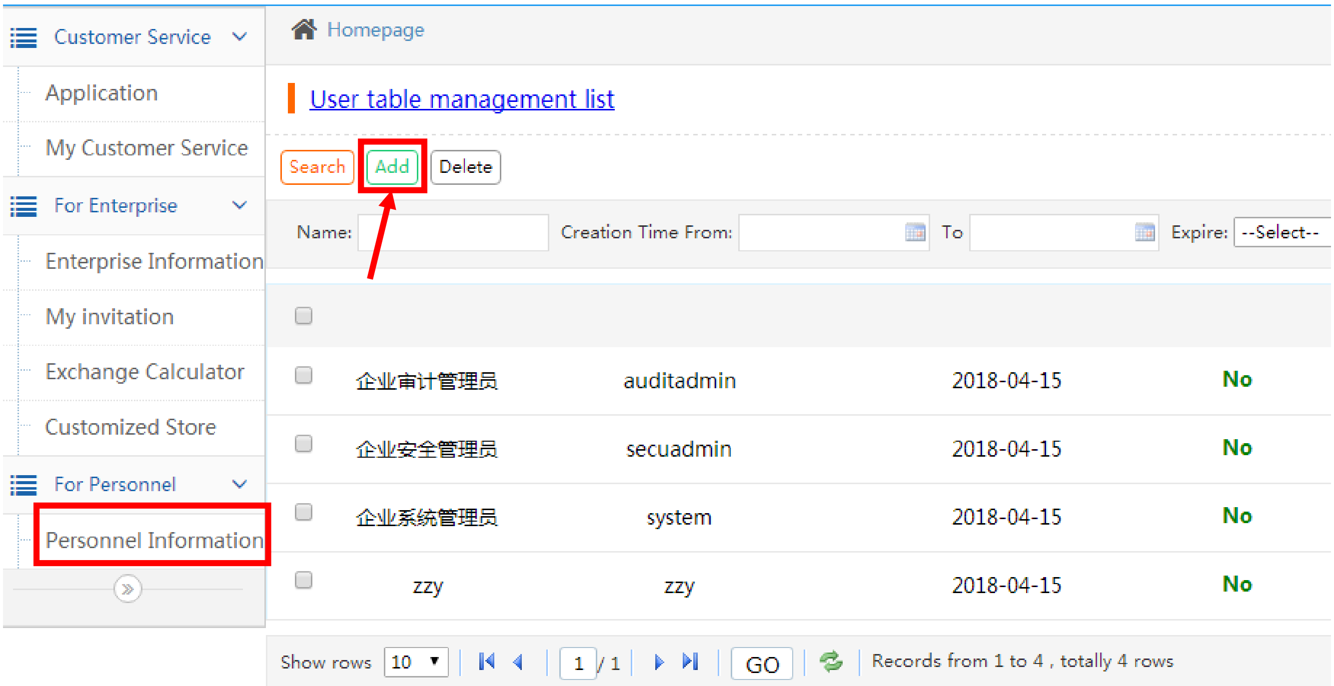
Operation path: Click Username to enter the Background Management System → Click “Enterprise Management” → Click “Personnel Information” under “For Personnel”

Operation path:

On the personnel page, you can set, view and manage the account information of enterprise personnel.

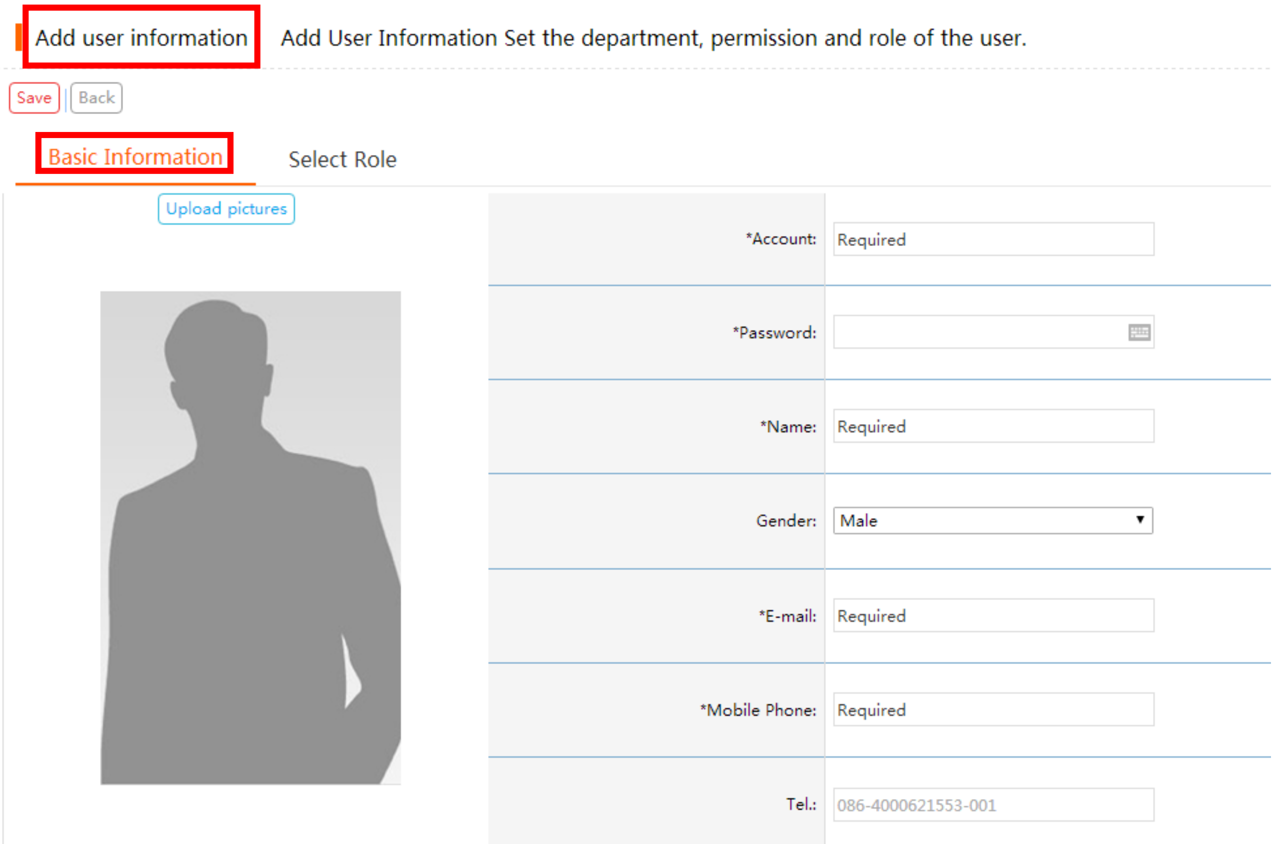
1) Add personnel account

Click “Add” on the “user table management list” page, as shown in the figure below.



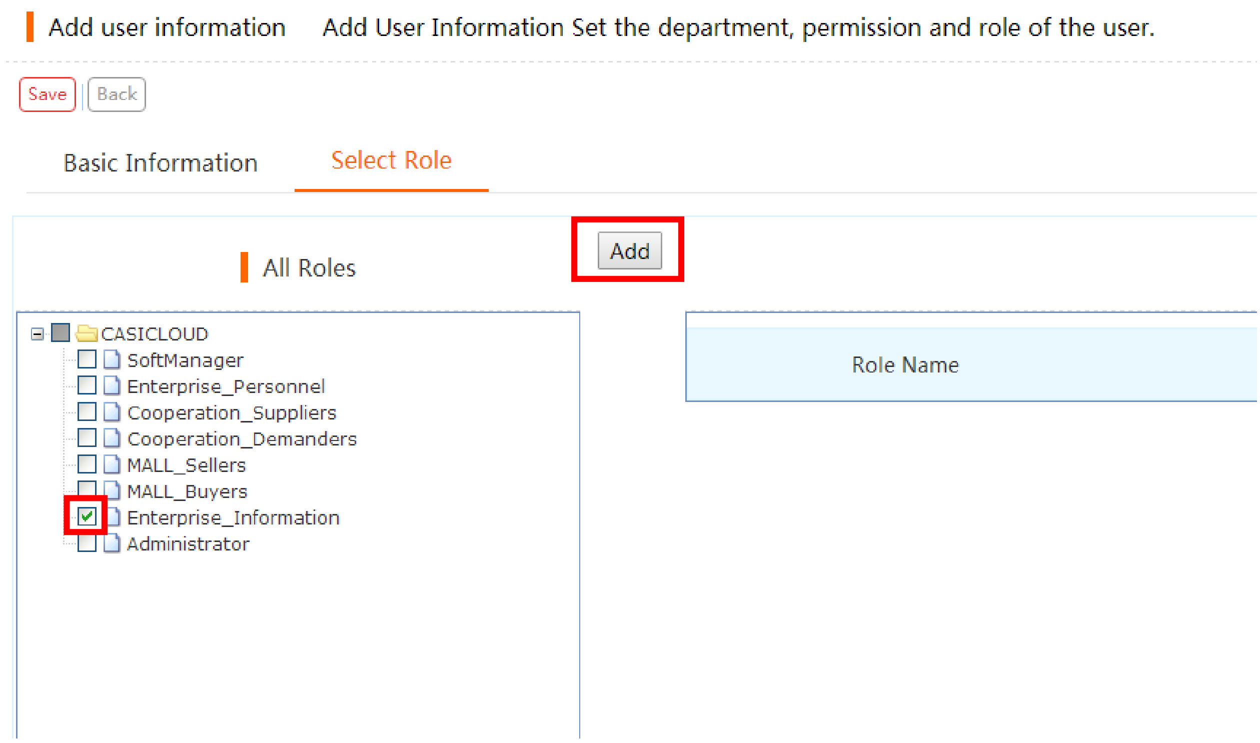
User Table Management List Page

On the “Add user information” page, you can edit the user’s basic information and select role. The basic information of the user should be completed first.



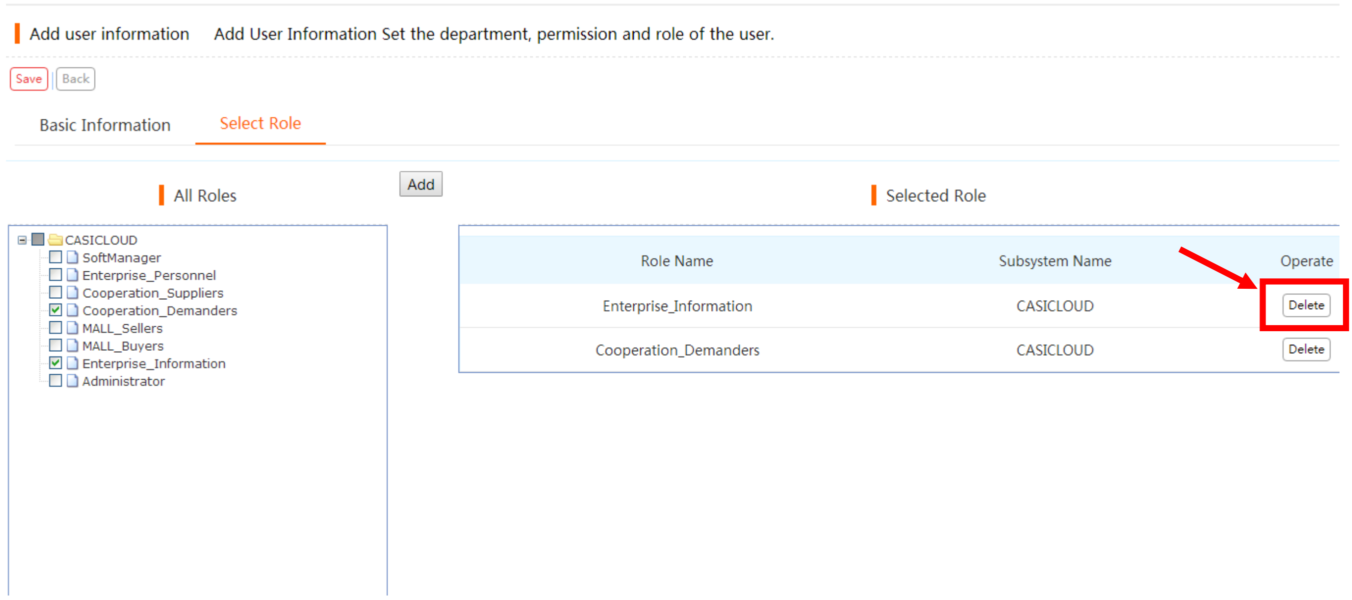
Setting of Basic User Information

Click “Select Role” to select the user’s role information, then click “Add”.



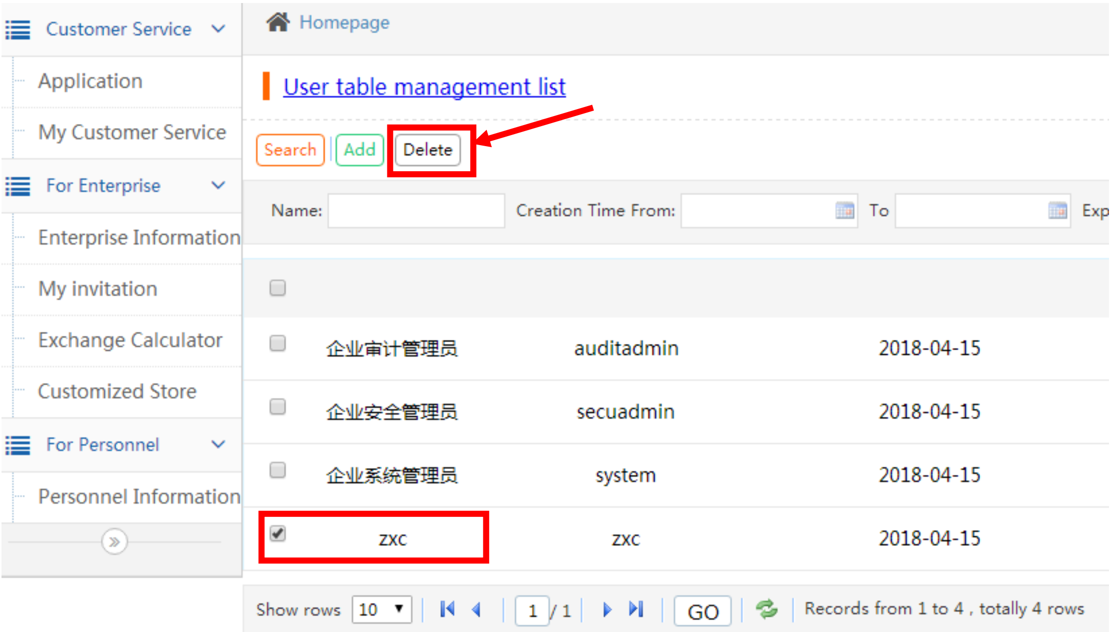
Role Selection

If an error occurs, click the “Delete” button to remove the wrong role. Please click “save” after completion.



2) Delete Personnel Account

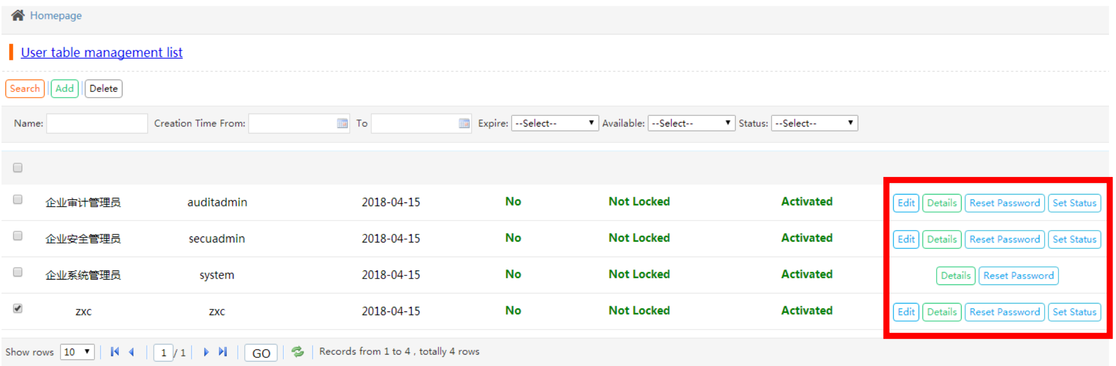
Choose the personnel to be deleted on the “user table management list” page, and click the “Delete” button.



Personnel Deletion Page

3) Edit Existing Personnel Account

On the “user table management list” page, you can edit, reset password and set status of existing personnel. Pleas click “save” after operation.



Personnel Edition Page