



TouchNet User Roles: uStore & uPay Site



uStore Roles

Store Clerk

- Add and edit products in their assigned store and move products among categories

Fulfiller

- Fulfills orders

Fulfiller with cancel/refund rights

- Fulfill, refund, and cancel orders. For orders made with an ACH payment method, override the waiting period and proceed with fulfillment.

Store Accountant

- View Marketplace financial reports for the store. Note: Accountants cannot make any changes to store site settings or assign user roles.

• Store Manager

- Configure the store settings
- Add, edit, and move products
- Fulfill, refund, and cancel orders
- View Marketplace financial reports for the store
- Manage general store settings, including email/receipt messages
- Bring stores online and take stores offline (and schedule status changes)
- Configure text and email messages
- Upload splash and side banner images
- Configure shipping classes and rates
- Configure store product categories
- Configure an additional donation to be offered during checkout
- Schedule status changes for products
- Move products between categories
- Configure payment methods that are allowed with user groups
- Configure user modifiers



uPay Site Roles

Site Accountant

- View reports
- View Marketplace financial reports for the uPay site
- **Note:** *Site Accountants cannot make any changes to uPay site settings*

Payment Clerk

- Search for payments
- Cancel/refund payments

• uPay Site Managers

- Manage their uPay site's settings
- Search for payments
- Cancel/refund payments
- Review Marketplace financial reports
- Configure the site to accept recurring payments
- Configure site links and URLs
- Configure e-mail announcement text
- Configure uPay page titles and descriptive text
- Download, upload, and activate style sheets
- Upload header, side banner, and footer images
- Upload images for use with style sheets
- Take uPay sites online or offline
- Search for payments
- Cancel/refund payments
- Review Marketplace financial reports for the uPay site