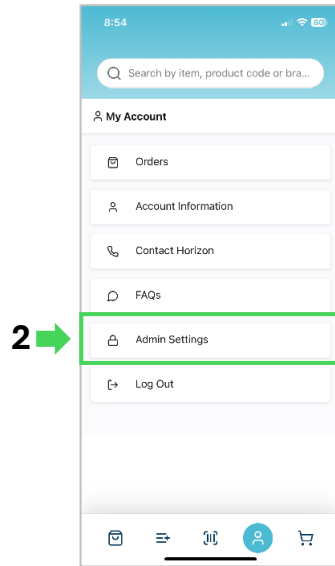
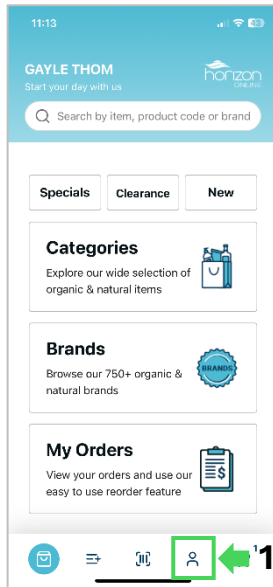


Horizon Online Ordering Apps


Store Admin Role

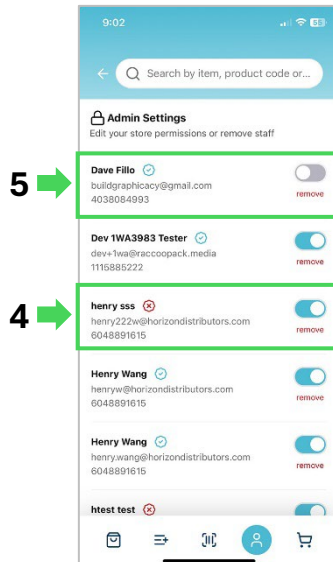
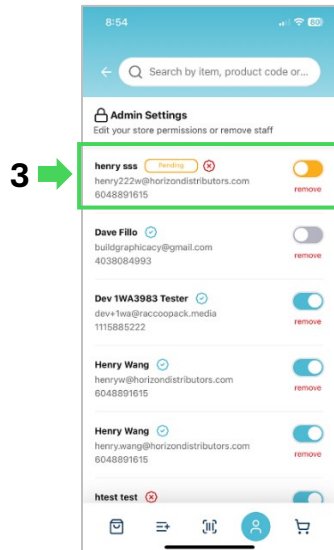


Horizon Grocery + Wellness has assigned each store one or more **Store Admins** to help manage their online staff user accounts and control online orders placed under their company code. Store Admins will **verify and approve** all store staff member information before activating their Horizon Online user accounts. They will also be responsible for **deactivating** all user accounts of staff members that are no longer employed by their store.



HOW TO OPEN ADMIN SETTINGS

- 1) Click the Account icon  on the bottom navigation bar to open the My Account screen.
- 2) Click **Admin Settings** to view our staff accounts.



VIEW STAFF USER ACCOUNTS

All your staff accounts will be visible in the Admin Setting area.

- 3) Staff that have submitted a User Account Request will show up as marked as Pending (orange).
- 4) Slide the toggle to right to activate the account (blue).
- 5) Slide the toggle back to the left to deactivate the account (gray).

For concerns or questions about the Store Admin function, please call us at 604-524-6610 or contact us by email at onlinesupport@horizondistributors.com.