

ZALORA

Pengaturan Seller Center

May 2025



Pengaturan Seller Center

- 1 Menambahkan & Mengelola *User* Seller Center
- 2 API Key & Integration Management

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Menambahkan & Mengelola User Seller Center

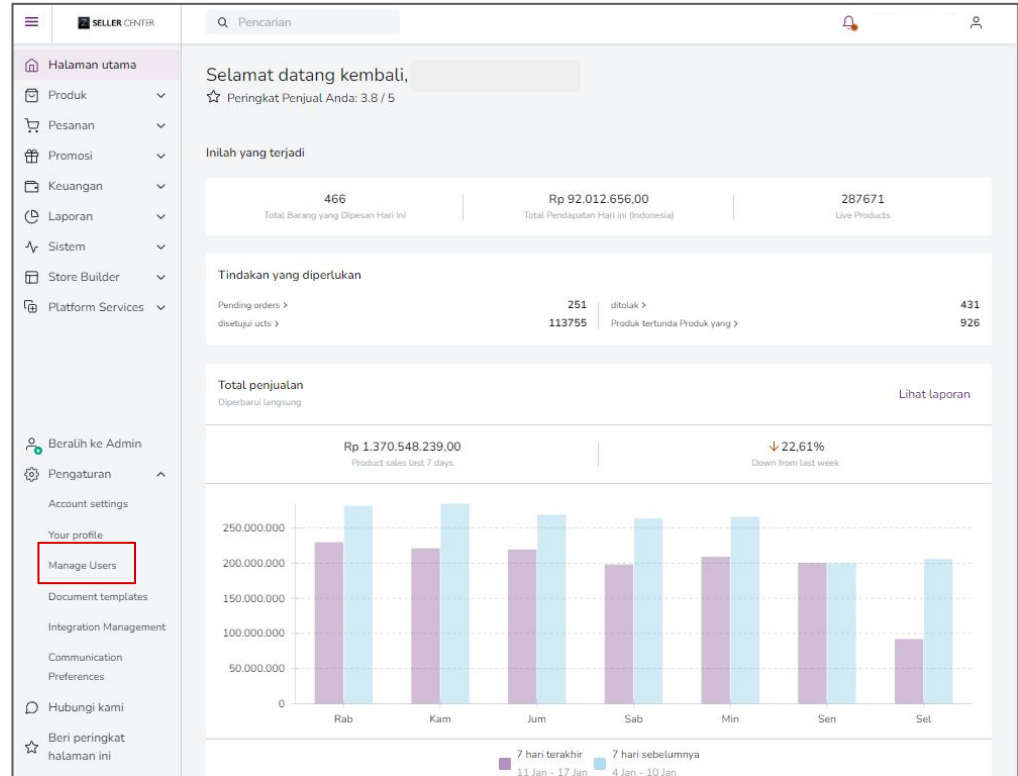


Menambahkan *user* pada akun Seller Center anda

Anda dapat menambahkan *user* untuk menjalankan akun Seller Center Zalora anda. Fungsi dari *user-user* tersebut dapat anda pilih sesuai dengan kebutuhan. Maksimal *user* yang dapat anda tambahkan adalah **4 *user*** dalam satu Seller Center.

Langkah-langkah untuk menambahkan *user* pada akun Seller Center anda :

1 Klik menu Pengaturan > **Manage Users**



Menambahkan *user* pada akun Seller Center anda

2

Klik tombol **Add User**

The screenshot displays the 'Manage Users' interface in the Seller Center. On the left, a sidebar menu includes 'Zalora Ads Platform', 'System', 'Store Builder', 'Platform Services', 'Switch to Admin', and 'Settings'. The 'Settings' menu is expanded, showing 'Account settings', 'Your profile', 'Legal documents', 'Change Password', and 'Manage Users'. The main content area is titled 'Manage Users' and features three buttons: 'Import', 'Export', and 'Add User' (highlighted with a red box). Below the buttons is a search bar labeled 'Filter and search users by email or Seller name' and a pagination indicator showing '1-20 of 3,703'. A table header is visible with columns: Email, Role, Seller Name, API key, and Status.

Menambahkan user pada akun Seller Center anda

3 Isi beberapa informasi yang diperlukan di halaman **Add User**:

The image displays two versions of the 'Add User' form. The left version shows the form with the 'Role*' dropdown menu set to 'Seller Full Access'. The right version shows the same form with the 'Role*' dropdown menu expanded, revealing a list of roles: 'Seller Full Access', 'Seller Catalog Access', 'Seller Order Access', 'Seller API Access', 'Seller API Product Access', 'Seller API Order Access', 'Developer', and 'Seller Finance Access'. An arrow points from the 'Seller Full Access' option in the left form to the expanded dropdown in the right form.

Add User

Role*

Seller Full Access

Email Address*

Name*

Default Language*

English

User Settings

☒ Active*

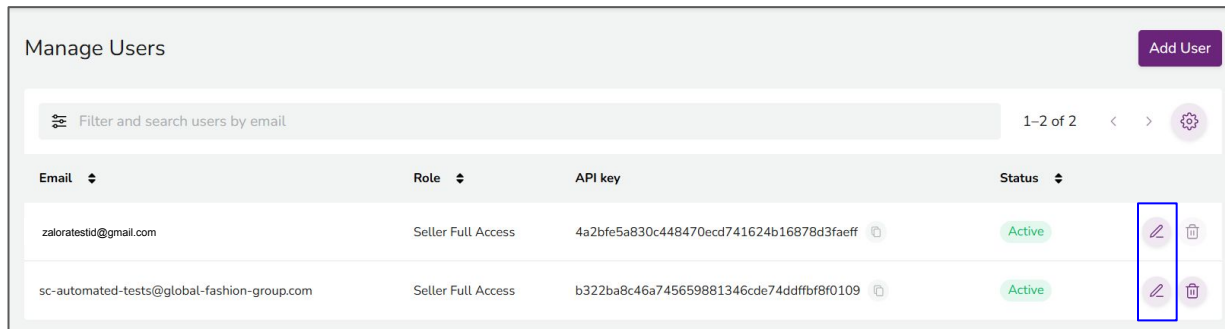
☒ Allow using password*

Cancel Save

- A. Pilih opsi peran tergantung pada batasan akses yang Anda Berikan kepada pengguna:
- **Seller Full Access** – akses ke semua fitur
 - **Seller Catalog Access** – akses hanya ke tab Produk
 - **Seller Order Access** – akses hanya ke tab Pesanan
 - **Seller API Access** – akses akun API anda ke semua fitur
 - **Seller API Product Access** – akses akun API anda hanya ke tab Produk
 - **Seller API Order Access** – akses akun API anda hanya ke tab Pesanan
 - **Seller Finance Access** – akses hanya ke tab Reports
- B. Isi alamat email yang akan ditambahkan ke akun Seller Center anda
- C. Pastikan bagian **Active** dan **Allow using password** dicentang untuk mengaktifkan akun pengguna yang baru dibuat
- D. Jika semua informasi sudah sesuai, klik **Save**
- E. Email notifikasi akan dikirimkan ke email yang telah anda daftarkan, periksa folder **Inbox/Spam** pada email tersebut
- F. Setelah *Reset Password*, email tersebut sudah dapat digunakan untuk Login ke Seller Center anda

A Merubah Akses User

Untuk merubah akses role user, nama, status aktifitas atau Bahasa, klik **Edit**:



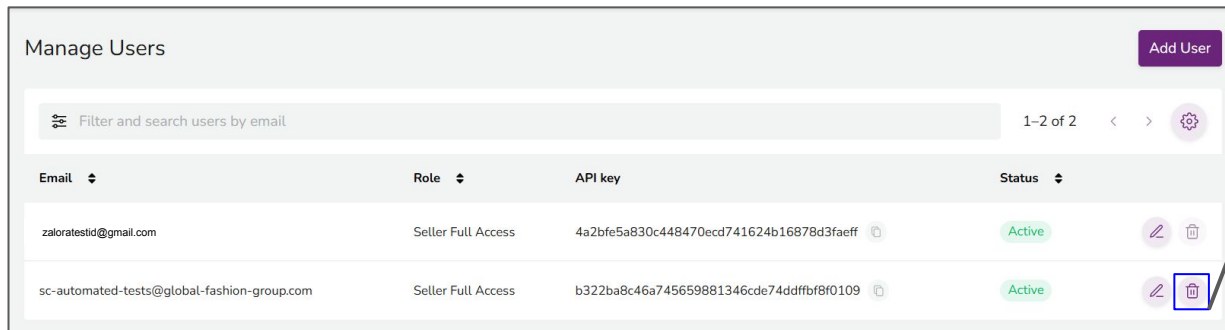
The screenshot shows the 'Manage Users' interface. At the top right is an 'Add User' button. Below it is a search bar with the placeholder 'Filter and search users by email'. To the right of the search bar is a pagination indicator '1-2 of 2' and a settings gear icon. Below these is a table with the following columns: Email, Role, API key, and Status. There are two rows of user data. The first row has email 'zaloretestid@gmail.com', role 'Seller Full Access', API key '4a2bfe5a830c448470ecd741624b16878d3faeff', and status 'Active'. The second row has email 'sc-automated-tests@global-fashion-group.com', role 'Seller Full Access', API key 'b322ba8c46a745659881346cde74ddffb8f0109', and status 'Active'. To the right of each row are two icons: a pencil icon for editing and a trash can icon for deleting. A blue box highlights the pencil icon for the second user.

Email	Role	API key	Status
zaloretestid@gmail.com	Seller Full Access	4a2bfe5a830c448470ecd741624b16878d3faeff	Active
sc-automated-tests@global-fashion-group.com	Seller Full Access	b322ba8c46a745659881346cde74ddffb8f0109	Active

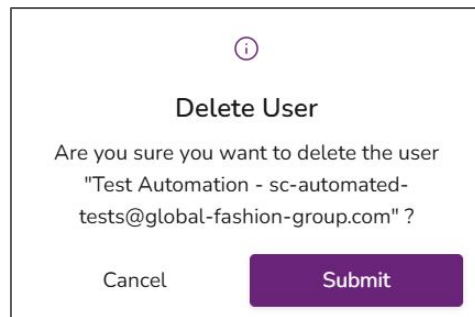
B

Untuk menghapus user, klik tombol **Delete**

- Pop-up notifikasi akan muncul untuk mengkonfirmasi
- Klik "**Submit**" untuk menyelesaikan penghapusan user, atau "**Cancel**" untuk membatalkan.



This screenshot is identical to the one above, showing the 'Manage Users' interface. However, a blue box highlights the trash can icon (delete button) for the second user, 'sc-automated-tests@global-fashion-group.com'.



The screenshot shows a 'Delete User' confirmation dialog. It has a title 'Delete User' and an information icon. The main text asks: 'Are you sure you want to delete the user "Test Automation - sc-automated-tests@global-fashion-group.com" ?'. At the bottom, there are two buttons: 'Cancel' and 'Submit'.

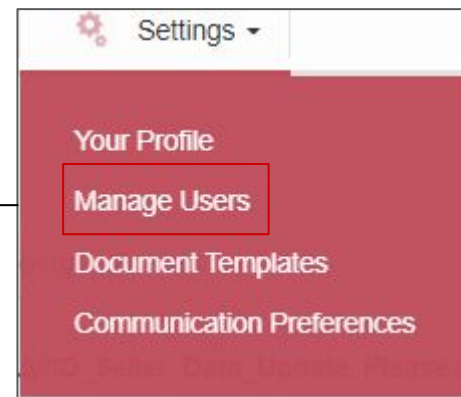
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API Key & Integration Management



API Key & Integration Management

Jika anda menggunakan *Third Party* atau API untuk menjalankan Seller Center anda, API Key dapat anda temukan di menu **Settings > Manage User**



Products ▾

Orders ▾

Promotions ▾

Reports ▾

Settings ▾

Help ▾

Administration ▾

Users [★ Rate this page](#)

Export ▾

+ Add User

ZALORA TEST ID

Email ▴	Role ▴	Seller Name ▴	Status ▴	API Key	Actions
	Seller Full Access	Zalora Test ID	Active	Generate API Key 86f1e1a7600d20d0d8fd2caf4a84941bb6bcb1e6	
	Seller Full Access	Zalora Test ID	Active	Generate API Key 5e2266117c38ccd1fcda2fb3c4a4b392cb2bfca9	
	Seller Full Access	Zalora Test ID	Active	Generate API Key 4f990d655079eb5899064d763e8a4290888ae56e	

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