



Portal

Release Update v4.30.19– April 9, 2024

New + Improved

New Portal Employee Permissions

As part of this release, we're wanting to empower you with greater flexibility and control over what you want your employees to see and do when they login to the OrderDog online account. An example of more flexibility is that you can give an employee access to create and edit orders but restrict the ability to send them. In addition to permissions, you will now be able to define the employee's role. When switching an employee's role, it will automatically default to a set of permissions, but you'll still have the freedom to modify the permissions to reflect the employee's responsibilities.

We'd encourage you to look at and update your employee's permissions after the release. Just select any employee from the "Employees" page to view and update the permissions for that employee.

Permissions

User Role

Receiver

Inventory Items

[Select All](#) [Unselect All](#) [Expand](#)

- ☒ Vendors/Buying Preferences - View
- ☐ Vendors/Buying Preferences - All Access
- ☒ Inventory Items - View
- ☒ Inventory Items - All Access

Ordering

[Select All](#) [Unselect All](#)

- ☒ Orders - View
- ☐ Orders - Create (everything except SEND)
- ☐ Orders - All Access (includes SEND)
- ☒ Reports - Purchasing Reports