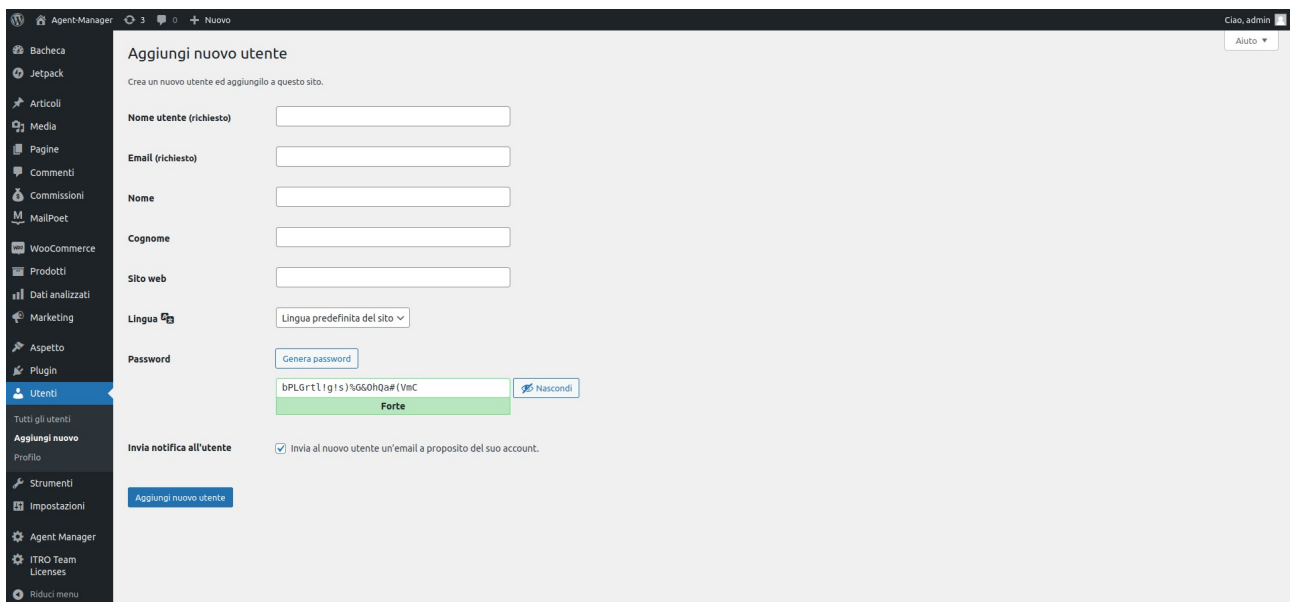# ADMIN GUIDE

The administrator can:

- Manage prices;

- create agents;

- set commissions;

- view the customer by agent;

- view the number of orders per agent;

- change the status of orders.

Just like the other types of agents but can add an agent manager.

To add an agent manager (or any type of user) just go to "Agent Manager" in the "Add Agent" item (it redirects you to the "users" icon in the "add new" item).
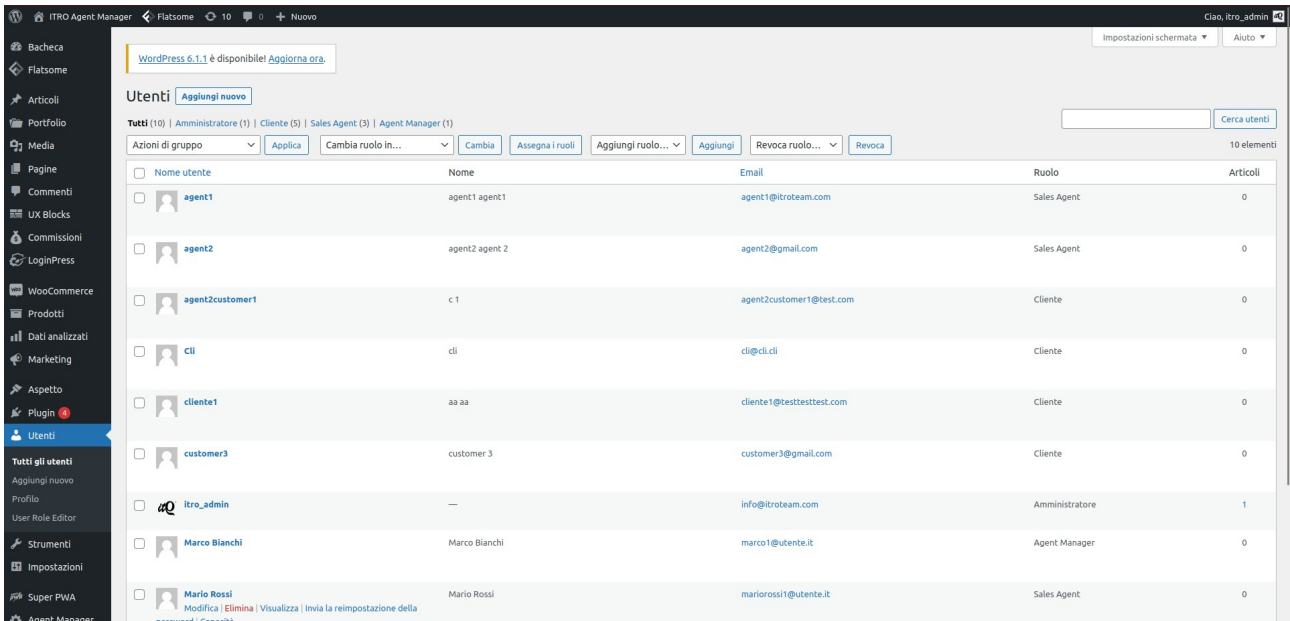

Once all the fields have been filled in, and after having saved them with the "Add new user" button, go to the "Users" icon under the heading "all users".

The list of all users will be shown and by selecting one, clicking on the name, a menu will appear with a series of fields. In the "Role" field it will be possible to select the type of role of the new user.