

How do I Change My Roaster's Contact Information?

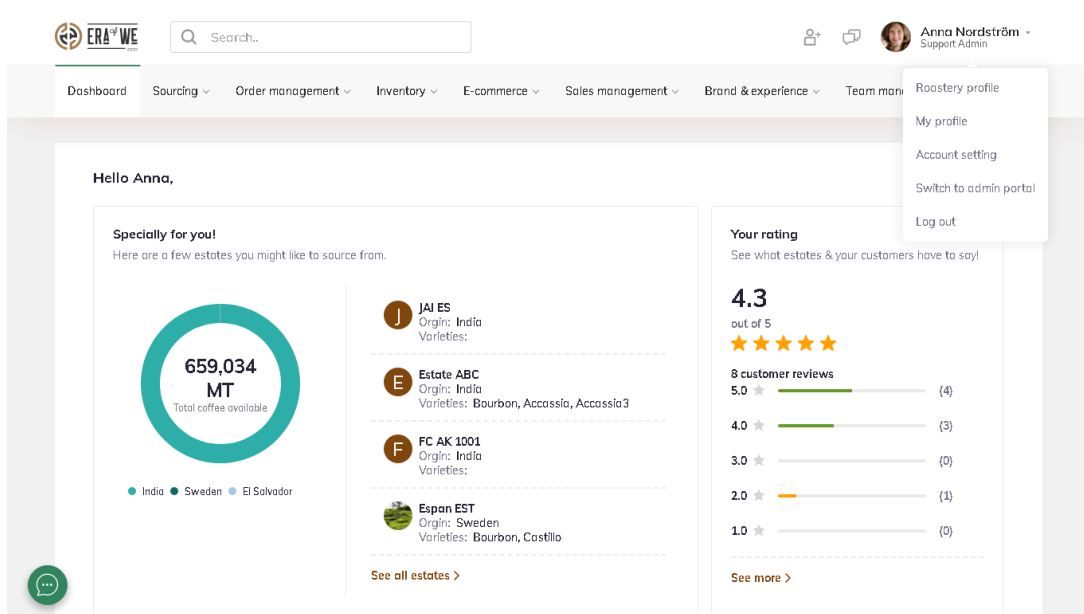
Nehal Gowrish - 2021-09-14 - Account & Profile Management

BRIEF DESCRIPTION

The Era of We application lets you to change contact information in your roastery profile. This makes it easier to ensure that supply chain actors are sending the right information to the right person at the right place. In this documentation, you will understand how to change your roaster's contact information.

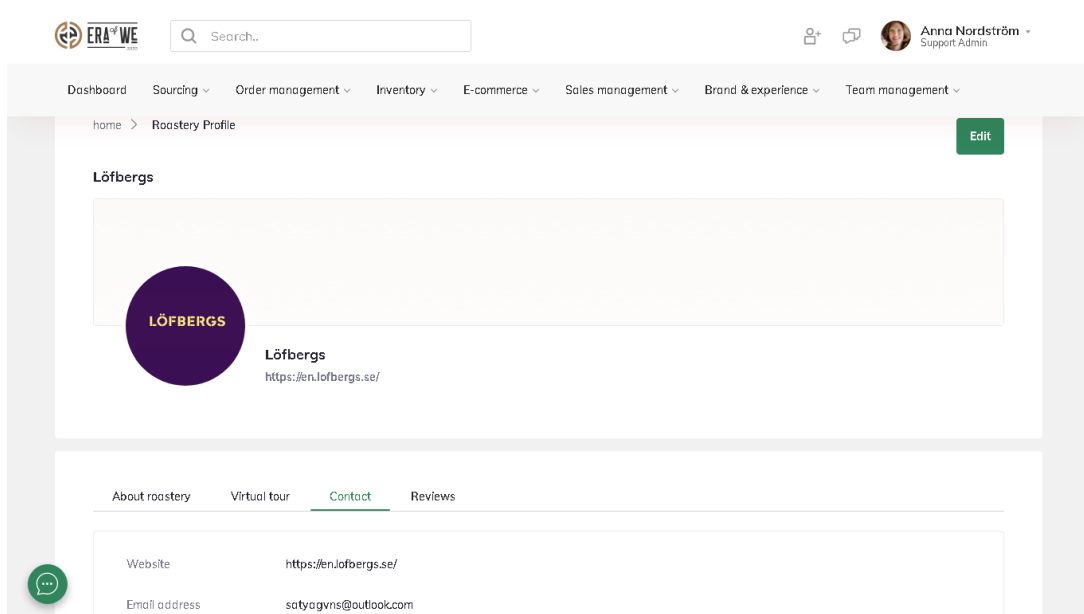
STEP BY STEP GUIDE

Step 1: Log in to your account, click on your profile icon at the top-right corner of the interface, and select 'Roastery profile' option from the drop down menu.

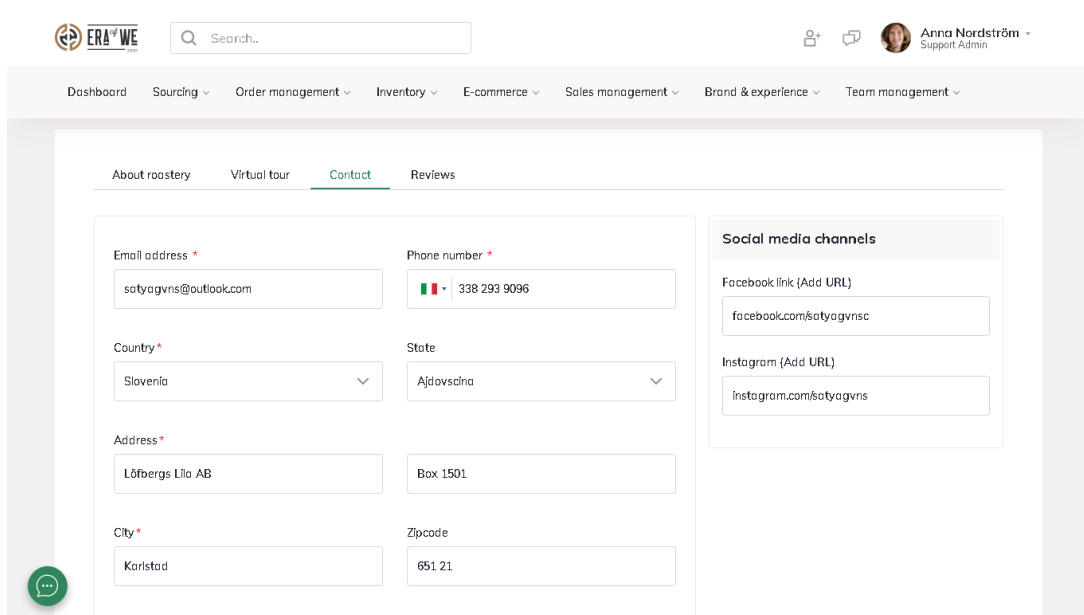


The screenshot shows the ERA of WE dashboard. At the top, there is a search bar and a navigation menu with items like Dashboard, Sourcing, Order management, Inventory, E-commerce, Sales management, Brand & experience, and Team management. On the right, the user's profile is visible as 'Anna Nordström - Support Admin'. A dropdown menu is open, showing options: Roastery profile, My profile, Account setting, Switch to admin portal, and Log out. The main content area is titled 'Hello Anna,' and features a 'Specially for you!' section with a circular gauge showing '659,034 MT Total coffee available' and a list of coffee estates: JAI ES (India), Estate ABC (India), FC AK 1001 (India), and Espan EST (Sweden). A 'Your rating' section shows a 4.3 out of 5 rating with 8 customer reviews.

Step 2: Navigate to the contact section on your Roastery profile and click on the 'Edit' button on the top-right corner to update the details.



Step 3: Here you will see options to update details such as email address, phone number, country, state, address, etc.



Step 4: Finally, click on the 'Save' button to store your changes.

Home > Profile Save

Estate Profile

+
Add cover image

Gabriel Match's Estate

www.royalcoffee.az.com/

About Estate Virtual tour **Contact** Reviews

1

Name*

Email address* **Phone number***

+46 ▾

Country* **State**

Please select your state

Address*

Line 2

Social Media channels

Facebook link (Add URL)

Instagram (Add URL)