

User Management

Use this screen to setup or edit new users.

Setup

User Details

Field	Purpose
Username	<i>Enter the user's username - this will be user when logging in, and in in the CMS</i> <i>Must be unique</i>
Full Name	<i>Enter the user's full name</i>
Email	<i>Enter user's email address</i>
Job Title	<i>Enter the user's job title</i>
Location	<i>Choose the user's default Store (used for default Sales Store when placing POS and Telephone Orders)</i>
Commission Percentage (%)	<i>Enter a commission percentage for the User</i> <i>Used to calculate commission in the Sales by User report</i>
Weekly Sales Target (£)	<i>Set a weekly sales target for this user</i> <i>This will be used to measure performance within the POS</i>

Permissions

User Type

Toggle permissions for the user.

Field	Purpose
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User Type	<p>Choose from:</p> <ul style="list-style-type: none">• <i>superuser (ability to control other users, full access to CMS)</i>• <i>administrator (limited access to CMS)</i>• <i>store staff (access to POS only)</i>
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Access Privileges

Toggle the tick boxes to determine which sections of the CMS this user has access to.

- ☒ orders
- ☒ Sales Orders

☒ Create New Order

☐ Live Baskets

☒ Packing

☐ Scheduling

☐ Postage

☐ Promotions

☐ Countries

☐ Currencies

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