

# User Management

Use this screen to setup or edit new users.

## Setup

### User Details

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

## 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"><li>• <i>superuser (ability to control other users, full access to CMS)</i></li><li>• <i>administrator (limited access to CMS)</i></li><li>• <i>store staff (access to POS only)</i></li></ul>
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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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