

# 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 <a href="#">Sales by User</a> 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 <a href="#">POS</a></i>

## Permissions

### User Type

Toggle permissions for the user.

Field	Purpose
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User Type	Choose from: <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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