

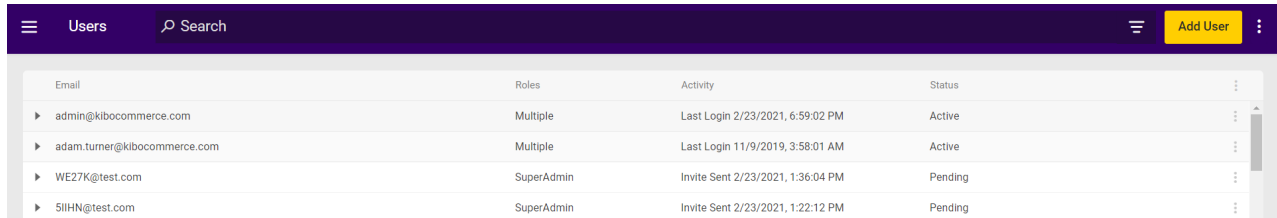
Users and User Groups

You must create Admin accounts in order for admins, customer service representatives, sales representatives, and other users to access the Kibo Composable Commerce Platform. This guide explains how to create and invite users, as well as organize them into user groups and block IPs.

For more information about roles and the behavior permissions that control each user's access level, see the [User Roles guide](#).

View and Invite Users

Once you define your organization's roles, you can invite specific users to your account. Go to **System > Permissions > Users** to view the list of current users. If searching for an existing user, use the search bar or expand the drop-down menu to filter the results by first name, last name, or email address.



Email	Roles	Activity	Status	
▶ admin@kibocommerce.com	Multiple	Last Login 2/23/2021, 6:59:02 PM	Active	⋮
▶ adam.turner@kibocommerce.com	Multiple	Last Login 11/9/2019, 3:58:01 AM	Active	⋮
▶ WE27K@test.com	SuperAdmin	Invite Sent 2/23/2021, 1:36:04 PM	Pending	⋮
▶ 5ilHN@test.com	SuperAdmin	Invite Sent 2/23/2021, 1:22:12 PM	Pending	⋮

To invite a new user:

1. Click **Add User**.
2. Enter an email address.
3. In **Access Level**, select one or more roles.
4. Click **Invite User**.

Add User
×

Email *

Access Level

<input type="checkbox"/>	SuperAdmin
<input type="checkbox"/>	Admin
<input type="checkbox"/>	Catalog Manager
<input type="checkbox"/>	Inventory Manager
<input type="checkbox"/>	Location Manager
<input type="checkbox"/>	Order Manager
<input type="checkbox"/>	Fulfillment Agent
<input type="checkbox"/>	Promotion Manager

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Cancel
Invite User

- When the user accepts the invitation, they will register their account and can begin working in Admin.



All registered users' passwords must be at least six characters in length and include at least one number and one letter.

Edit Users

You can edit an existing user's email, username, and access level.

- Go to **System > Permissions > Users**.
- Click a user in the table whose account you want to edit, or expand the drop-down action menu on the right of the table row and click **Edit**.
- Edit their **Email** and/or **Username** as needed.
- Select and/or deselect roles as needed under the user's **Access Level**.
- Click **Save**.

Edit User

Email *

salesrep@new1.com

Username *

salesrep@new1.com

Access Level

☐ Global Fulfillment Employee
 ☐ Search Admin
 ☐ Search Merchandiser
 ☒ Sales Representative
 ☐ Store Location 1 Manager
 ☐ Store Location 1 Employee
 ☐ Warehouse Location 1 Manager
 ☐ Warehouse Location 1 Employee

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Cancel

Save

User Groups

Users can be organized into groups at **Settings > Permissions > Groups**. Create groups and assign existing users to them in order to create sets of similar users such as regional administrators, sales managers, etc. depending on your needs.

Group Name	Group Code	Created On	Number of Users	
ADMIN@BO	AMD_KB	02/16/2021	0	Delete
Admin(Kibo)	ADM	02/16/2021	2	Delete
Admin(Kibo)	ADM2	02/16/2021	0	Delete
Esther's Sales Mgr Group - B	esther_sales_mgrs_grpB	02/12/2021	3	Delete

To create a new group:

1. Click **Add Group**.
2. Enter a required name and a shorthand code for the group.
3. Enter an description if desired.
4. Click **Create Group** to confirm.

Add Group

Name *

Code *

Description

5. Begin adding users by selecting them from the drop-down. You may begin typing the user's name and they will appear as the suggested result.
6. Click **Add Users** when complete.

Add Users

Once created, the group will be displayed in the table. Click any group in the table to view its details and edit the name, description, or user list.

Groups
Search

Group Details

Group Name

Group Code: esther_sales_mgrs_grp8

Group Description

Created By: Kibo admin

Users Add Users

First Name	Last Name	Email	
Sales	Mgr1	salesMgr1@b2b.com	<input type="button" value="Remove"/>
Kibo	admin	admin@kibocommerce.com	<input type="button" value="Remove"/>
Order	Mgr	ordermgr@b2b.com	<input type="button" value="Remove"/>