

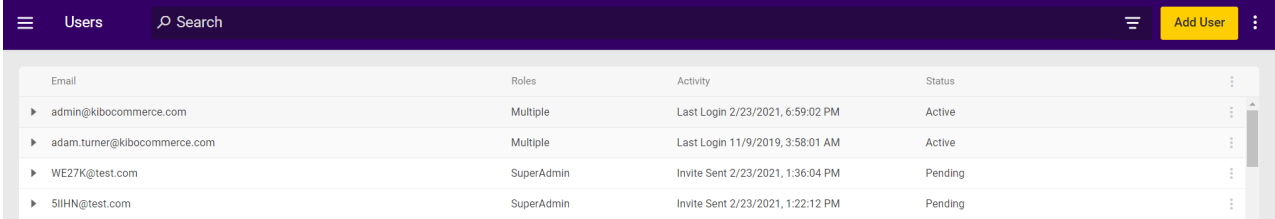
Users and User Groups

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

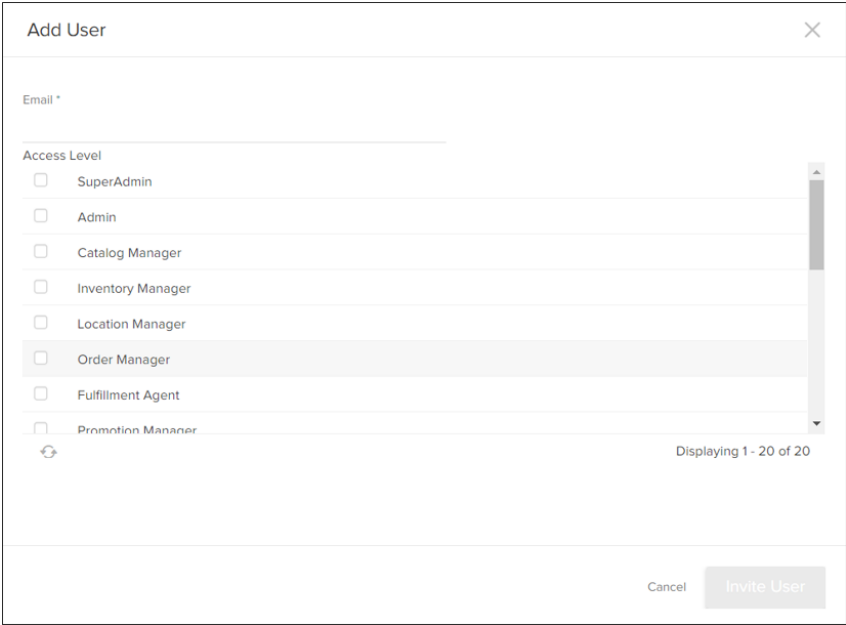
Once you define your organization's roles, you can invite specific users to your account. Go to **System > Permissions > Users** to view the list of current users. If searching for an existing user, use the search bar or expand the drop-down menu to filter the results by first name, last name, or email 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
5llHN@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

- SuperAdmin
- Admin
- Catalog Manager
- Inventory Manager
- Location Manager
- Order Manager
- Fulfillment Agent
- Promotion Manager

Displaying 1 - 20 of 20

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**.

The screenshot shows the 'Edit User' form. The 'Email' field is set to 'salesrep@new1.com' and the 'Username' field is also set to 'salesrep@new1.com'. Under the 'Access Level' section, the 'Sales Representative' role is selected with a checked checkbox. Other roles listed include 'Global Fulfillment Employee', 'Search Admin', 'Search Merchandiser', 'Store Location 1 Manager', 'Store Location 1 Employee', and 'Warehouse Location 1 Manager'. The form also includes a pagination indicator showing '1' of 2 items and a 'Displaying 1 - 25 of 39' message. At the bottom right, there are 'Cancel' and 'Save' buttons.

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	
ADMINKIBO	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.



Group Details

Group Name

Esther's Sales Mgr Group - B

Group Code: esther_sales_mgrs_grpB

Group Description

Created By: Kibo admin

Users

Add Users

First Name	Last Name	Email	
Sales	Mgr1	salesMgr1@b2b.com	Remove
Kibo	admin	admin@kibocommerce.com	Remove
Order	Mgr	ordermgr@b2b.com	Remove