

User Group Filtering



Want this feature?

You'll need the feature '**Additional Layer Filters**' enabled for your site. Contact [Commerce Vision](#) to switch this on.

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Overview

[Layers](#) are a powerful way to target your website content based on role, customer code, or marketing flag, to name a few. But did you know you can now apply layers based specifically on a **Group of Users**?

That's right - you can have content on your website that displays only to a pre-defined group of users. And these groups *don't have to be related* by role, region, or account code. You can create groups made up of **any** users you choose.

Use case

Got a special promotion on accounting software? Create a User Group consisting of all your Finance users, and show them a promotional banner or campaign slider!



They can all be from different customer accounts, with different web roles - it doesn't matter with User Groups.

It's another tool in your personalisation kit. Read on to find out how to use it.

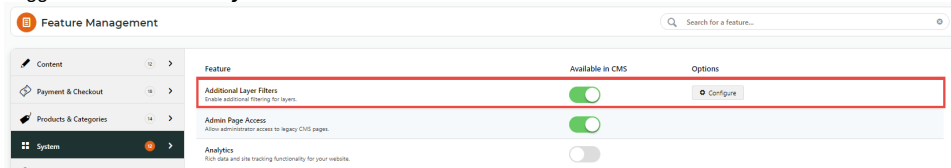
In this guide

Configure Group Filtering

With the Additional Layer Filters feature enabled, you just need to make sure the setting to enable '**User Group Filtering**' is on.

1. In the CMS, go to **Settings** *Feature Management* **System**.

2. Toggle **ON Additional Layer Filters**.



3. Click **Configure**.

4. Toggle **ON User Group Filtering**.

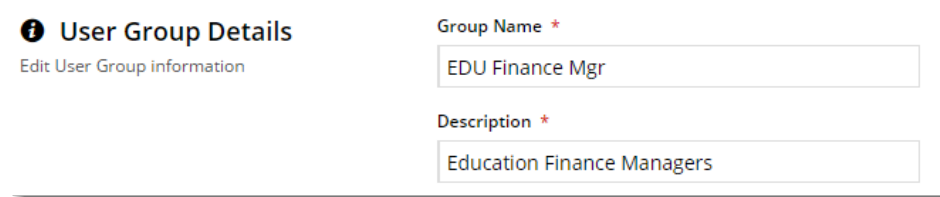


5. Click **Save & Exit**.

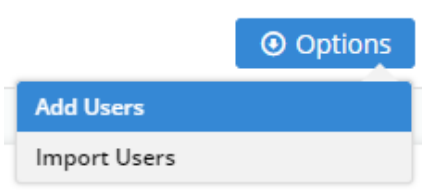
Create a User Group

Now that your feature is up and running, it's time to create a user group.

1. In the CMS, go to **Users > User Groups**.
2. Click **Add New User Group**.
3. Give your group a **Name** and **Description** and click **Save**.



4. An **Options** button should now appear near the Save button. Hover over it and select **Add Users** (we'll talk about importing later in this guide).



5. In the **Add User** input box, start typing a user **email address**. Suggestions will be offered.

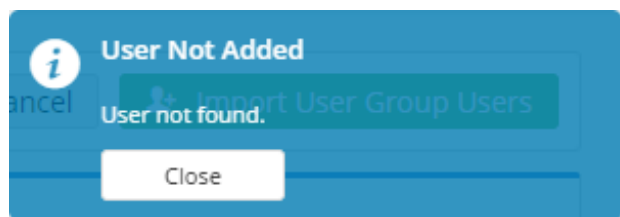
Add User Group Users: EDU Finance Mgr

Search:

Add User:

- @commercevision
- aaron.rasmussen@commercevision.com.au
- andrew.khuu@commercevision.com.au
- ben.demeyere@commercevision.com.au
- ben.rogencamp@commercevision.com.au
- buyer@commercevision.com.au
- josh.blair@commercevision.com.au
- justin.wishart@commercevision.com.au
- katie.katie@commercevision.com.au
- katie.katie@commercevision.com.au

6. Either select from suggestions, or finish typing the address. When you hit **Enter**, the user will be added (you can also use the **'Add'** button).
7. If the email address does not match a user, a 'User not added' message will be returned.



8. Repeat for remaining users to be added.
9. If you make a mistake, remove the user with the **Delete** option.

User	Email Address	First Name	Surname	
15574	aaron.rasmussen@commercevision.com.au	Aaron	Rasmussen	Delete
15575	ben.demeyere@commercevision.com.au	Ben	Demeyere	Delete
77810	lara.wilson@commercevision.com.au	Lara	Wilson	Delete
78192	thomas.fung@commercevision.com.au	Thomas B2B	Fung	Delete
80351	katie.katie@commercevision.com.au	Kay	Tee	Delete

1 - 5 of 5 items

Add a User Group to a Layer

Now let's assign our User Group to a Layer.

1. Go to **Advanced Content Layers**.
2. **Edit** an existing Layer, or **Add New Layer**.
3. Scroll to the **User Groups** section.
4. Click **Add User Group** (or if you haven't yet created your group, click **'Maintain User Groups'** and follow the steps above for "Creating a User Group").

User Groups

Select the user groups that this layer will apply to

User Group

 Add User Group

 Maintain User Groups

☐ Layer active for all user groups *excluding* the ones listed above

5. A dropdown list will appear, containing all existing Groups. Select the one you require.
6. Consider the setting "**Layer active for all user groups excluding the ones listed above**" - tick this if you want the group(s) you just added to act as an exclude (rather than include).
7. Click **Save & Exit** (if you were creating a brand new layer, first scroll back up and enter required Layer info such as Name, Description, Authentication Status).

Now all you need to do is decide what content you're displaying to these users. Add a new widget (Campaign slider? Banner?) or edit an existing one, and apply the Layer associated with your User Group.

ONLY the people in your User Group (or Groups, if you added multiple) will see the widget with this layer applied. Neat!

Import Users to a Group (Optional)

If you've got a lot of users to add to a group, it's probably way easier to import them from a spreadsheet, rather than add them one by one. Here's how.

1. Go to **Users** **User Groups**.
2. Find your group in the list and click **Users**. (We're assuming you've already created your Group; if you haven't, follow the steps above for "Creating a User Group").
3. Click '**Import User Group Users**'.
4. Click the **Download Example Template** button to get a pre-formatted CSV file. (Admittedly, the format is pretty simple - 1 column with a header, consisting of the user's email address or numeric User ID)

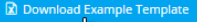
 Import Users to Group: EDU Finance Mgr

 To import a large number of users to this Group, simply browse to your .csv file and select the import method you wish to use:

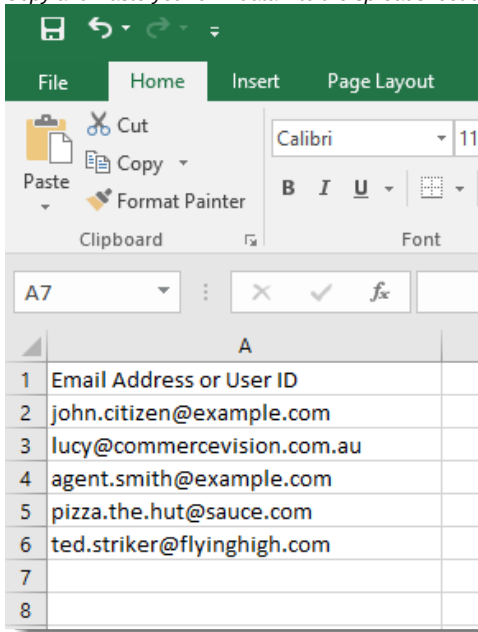
- Append - this method will add the users on the import file to any existing users in the Group
- Override - this method will replace the existing users in the Group with the users on the import file

If errors are encountered in the data (i.e. invalid User ID or duplicate users), the import will not proceed and errors will be identified in the Import Log.

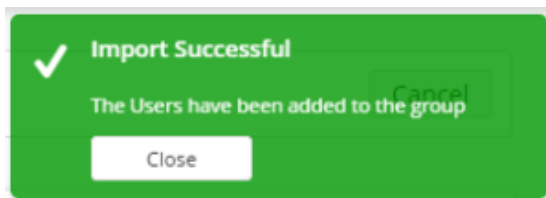
For convenience, we've created a sample import template you can use - simply paste your own data into the sheet and save in .csv format.

 Download Example Template

5. Copy and Paste your own data into the spreadsheet and save it somewhere you can access it.

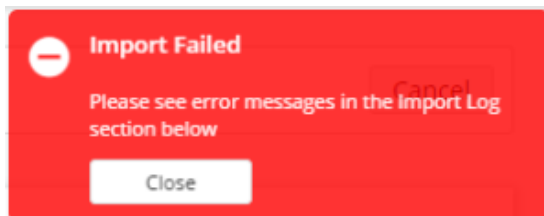


6. Now, decide whether you want to **add** these users to any existing members of the group (**Append**), or **replace** any existing members with the ones on your list (**Override**).
7. Click '**Select files**' and browse to your saved CSV.
8. The import will start automatically once your file is selected. Failure or Success messages will be returned, along with feedback in the Import Log.



≡ Import Log

Import Successful



≡ Import Log

Line 2 specifies a User Email: 'john.citizen@example.com' which was not found.
Line 3 specifies a User Email: 'lucy@commercevision.com.au' which was not found.
Line 4 specifies a User Email: 'agent.smith@example.com' which was not found.
Line 5 specifies a User Email: 'pizza.the.hut@sauce.com' which was not found.
Line 6 specifies a User Email: 'ted.striker@flyinghigh.com' which was not found.



If your import fails, correct your data (errors are noted in the log) and try again.

Related help

- [Layers](#)
- [Layer Group Filtering](#)