Create CMS Users

Overview

For CMS Administrators only

User maintenance in the CMS is split between two groups: Website users and CMS users. Website user roles identify the type of access a user has when they login to your ecommerce store.

CMS users are organisational users who access your CMS for platform administration functions. What a CMS user can do is based on their CMS Role(s). For instance, a user with the Category Management and Product Management roles will only be able to view and access product and category maintenance functions. The Administrator role can view and perform all CMS functions, configure feature settings, and manage CMS users, including create new ones.

Role Name
Administrator
Basic Azure User
Category Management
Category Viewer
Content Administrator
ContentManager
Document Management
General Access
Product Management
Product Subscription Management
Product Subscription Viewer
Product Viewer
Table Maintenance Management
Table Maintenance Viewer

Default CMS Role Permissions

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Each role has a set of default permissions. During implementation of your ecommerce store, Commerce Vision would have set up custom permissions against each role for your business.

CMS Role	Default Permissions	

Administrator	All permissions available
	No Admin user?
	No Admin user? Admin users can add the Admin role to another user. Contact Commerce Vision if there are currently no
	Admin users.
Basic Azure User	Azure access
Category Management	Can edit and view category products information
	Can manage and view all product information excluding product media
	Can edit product variant information
Category Viewer	Can view category information only
	Can view product information only
Content Manager	Can manage a sites images and files
Document Management	Allow editing of hints on editable fields
General Access	Add, edit and delete CMS Users
	Edit the Updates.css custom styles file
	Manage Campaigns
	Clear cache mechanisms on the CSS Site
	Manage Custom Fields
	Manage Custom Pages
	Manage Custom Widgets
	Manage Feature Settings
	View Google Analytics menu items
	Manage Layers
	Manage Built-in Pages
	Manage User Groups
	Manage Web Sites
	Search Templates for text or widgets
	View the style-related menu items
Product Management	Can edit category products information
	Can manage and view all product information excluding product media
	Can manage all product information including documents (with Product Documents enabled)
	Can edit product variant information
	Can view category products information only
	Allows Maintenance of Product Features data (with Product Features enabled)
	Allows modification of product restrictions (with Product Restrictions enabled)
Product Subscription Management	Can view and manage Product Subscription information (with Subscription Products enabled)
Product Subscription Viewer	Can view Product Subscription information (with Subscription Products enabled)
Product Viewer	Can view product information only
	Can view category products information only

Table Maintenance Management	Can view and manage all Table Maintenance (with Table Maintenance enabled)
Table Maintenance Viewer	Can view Table Maintenance only (with Table Maintenance enabled)

Step-by-step guide

Add a CMS user and their CMS role(s).

- 1. In the CMS, go to Ecommerce Users CMS Users. CMS Users > 👢 Users > Website Users **Products & Categories** > Advanced User Maintenance **Campaigns & Promotions** Roles > Reporting ~ **Customer Maintenance** > Account Selection >
 - 2. On the CMS User Maintenance page, click Add New User.
 - 3. On the Add User page, in CMS User Details, enter details for the new user. NOTE Ensure the User Name does not contain spaces or special characters. It can be an email address.

Add User		Cancel Save & Exit
•		
CMS User Details Edit CMS user information	User Name *	
	0 /	
	First Name	
	0 /	
	Surname	
	0 /	
	Email *	
	0 /	
	Password *	
	Organisation Id *	
	Commerce Vision	•
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- 4. The **Organisation ID** field is pre-filled with your organisation name. **NOTE** If this field is not displayed, it means the system will just default to your organisation.
- 5. Two-factor authentication will automatically be set for the user. Unless there are special circumstances, this should not be turned off. Learn more: 2FA CMS user authentication
- In the Sites section, click Add New Site and select the site this user can access from the Site Name dropdown. T
 o add the site, click Add New Site.

Select sites this CMS User has access to	Site Name	Roles
	BPD UAT	O Manage Roles
	Add New Site	

- 7. Repeat Step 6 to add other sites, e.g. Live and Stage.
- 8. Click Save & Exit.

- 9. Scroll down to the Sites section. To add one or more roles, click Manage Roles.
- 10. Tick one or more applicable roles, then click Save.

Site 'BPD UAT'

🕑 Administrator

- Category Management
- ContentManager
- 🖉 Product Management

Related Resources

- Custom CMS User Role Permissions
 CMS User Login with Two-factor Authentication
 How to delete a CMS user