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

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?** 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**.
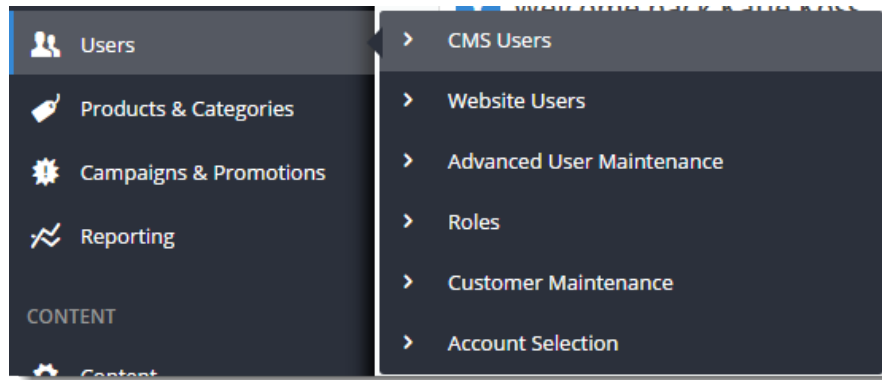
2. On the **CMS User Maintenance** page, click **Add New User**.

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.

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

6. In the **Sites** section, click **Add New Site** and select the site this user can access from the **Site Name** dropdown. To add the site, click **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