Standard Roles

Overview

Your site is configured with a standard set of website user roles and specific intended functions.

Please note that your site's role names and descriptions may differ slightly from those outlined here.

Role Name	Role Description	Intended Function
PUBLIC	Public User - Not Logged In	This is usually the website's default role. When a user first arrives at the site, they operate under this role. There may be limited functionality with regard to ordering or limited site content available pre-login.
PUBLICR	Self Registered Casual User (B2C)	'Business to Consumer' This is the default role for self-registered Public users. Standard B2C functionality includes: • ordering • my favourites • order history / track & trace • user address maintenance
CSSUser	Business To Business User (B2B Default)	'Business to Business' This is the default role for users associated with an organisation / customer code. This role has standard functions such as: • ordering • my favourites • order history / track & trace • order templates • order imports • order approvals • use of cost centres • use of multiple accounts • pay outstanding invoices ('Pay Account') • invoice reprints • account enquiry • user maintenance
Accounts	Accounts Team (No Ordering)	This B2B role is intended for members of the Accounts team. These users have administrative functionality such as: • pay outstanding invoices ('Pay Account') • invoice reprints • account enquiry • order history / track & trace • product browse • my favourites • user maintenance No add to cart or ordering functionality is present.
CSSORD	Purchasing Officer (No Accounts Access)	This B2B role caters for procurement activities. Here, the user has most of the standard B2B functionality such as: • ordering • my favourites • order history / track & trace • order templates • order imports • order approvals • use of cost centres • use of multiple accounts However, Pay Account and Account Enquiry functions have been removed.

Ad min istr ator	Website Administrator	This role is intended for the Website Administrator. This user has access to site content, can create roles and maintain users, and can maintain system settings.
		ⓘ The Website Administrator role cannot create new users on their Customer account. This function is enabled at the user level. To allow a website user to create new users for their Customer account, **Account Administrator** must be enabled in the CMS for the website user. see: CMS Website User.

Additional Information

Roles can be added and changed to suit your business. For a general overview of roles and a guide to maintaining them, see Roles and Role Assignment.

Minimum Version Requirements	**.**.**
Prerequisites	--
Self Configurable	Yes
Business Function	Users
BPD Only?	yes
B2B/B2C/Both	B2B
Third Party Costs	n/a

Related help

- MS Active Directory Setup Guide
- Microsoft Azure AD SSO
- User Logins & Registrations
- Users & Roles
- Website User Roles