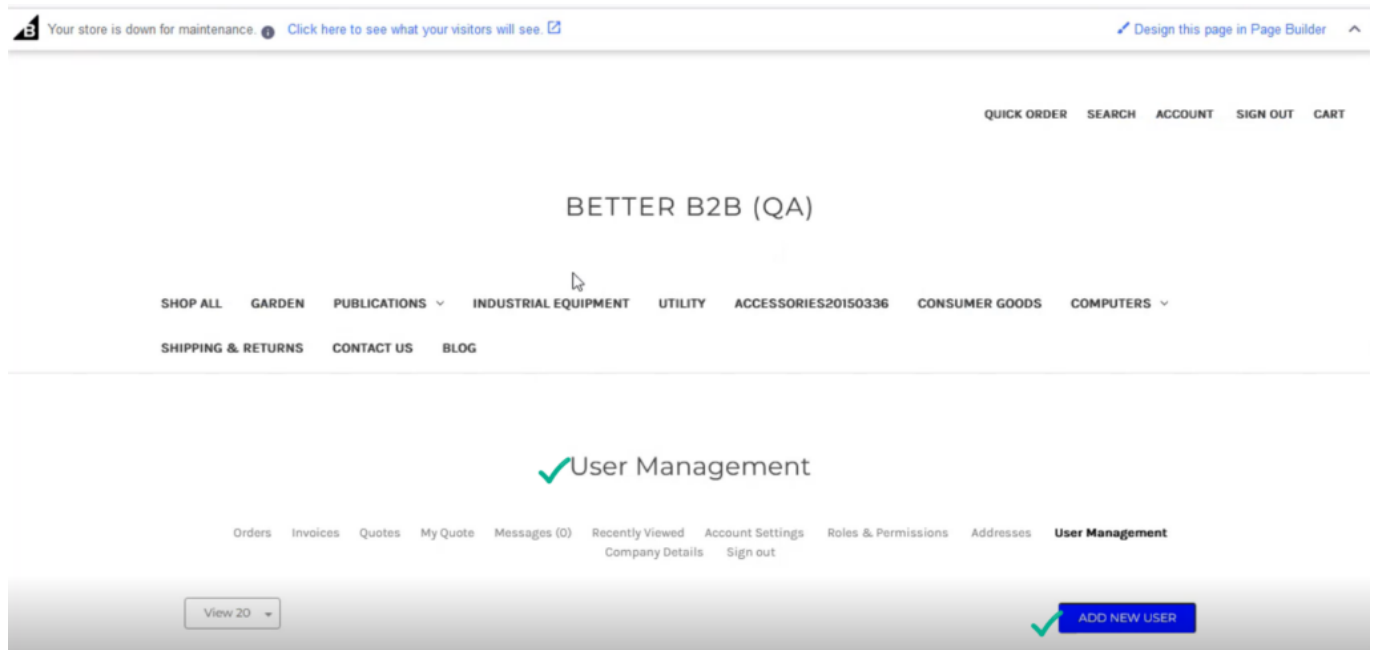


Managing User Management in B2B

On the Better B2B front end, you will be able to view the **[User Management]** once you log in. Upon clicking on the link, you will be redirected to the following screen.



User Management in Better B2B front end

From the front end if you want to create and sync the new user click on the **[Add New User]**. You will be redirected to the following screen.

⚠ Your store is down for maintenance. [Click here to see what your visitors will see.](#) [Design this page in Page Builder](#)

SHOP ALL GARDEN PUBLICATIONS INDUSTRIAL EQUIPMENT UTILITY ACCESSORIES20150336 CONSUMER GOODS COMPUTERS

SHIPPING & RETURNS CONTACT US BLOG

User Management

Orders Invoices Quotes My Quote Messages (0) Recently Viewed Account Settings Roles & Permissions Addresses **User Management**

Company Details Sign out

View 20


ADD NEW USER

Name	Email	Role	Action
sachin k	sachin@mailinator.com	Primary Admin	Edit

Prev 1 Next

Option to create a New user

While adding a user you will be able to view a list of fields under the **[User Management]** and you need to fill up the mandatory information from the front end of B2B.

 Your store is down for maintenance. [Click here to see what your visitors will see.](#) [Design this page in Page Builder](#)

User Management ✓

Orders Invoices Quotes My Quote Messages (0) Recently Viewed Account Settings Roles & Permissions Addresses **User Management**
Company Details Sign out

Add User ✓

User Role REQUIRED

Email REQUIRED

First Name REQUIRED


Last Name REQUIRED

Phone Number REQUIRED

Fields for Adding a User

You will have the following options:

1. User Role -> Select the role from the drop-down
2. Email
3. First Name
4. Last Name
5. Phone Number
6. Quote Approval Limit: The number of Quotes to be approved. In case it's set to 0 it will go to the Admin User.
7. Quote Approval Period: You need to set the Quote Approval Period. From the dropdown, you can select the period.

 Your store is down for maintenance. [Click here to see what your visitors will see.](#) [Design this page in Page Builder](#)

First Name REQUIRED

Last Name REQUIRED


Phone Number REQUIRED

Quote Approval Limit * REQUIRED

Quote Approval Period REQUIRED

Fill up the details for the User

On the front end, you can see that the User has been added.

 Your store is down for maintenance. [Click here to see what your visitors will see.](#) [Design this page in Page Builder](#)

[SHIPPING & RETURNS](#) [CONTACT US](#) [BLOG](#)

User Management

[Orders](#) [Invoices](#) [Quotes](#) [My Quote](#) [Messages \(0\)](#) [Recently Viewed](#) [Account Settings](#) [Roles & Permissions](#) [Addresses](#) **User Management**

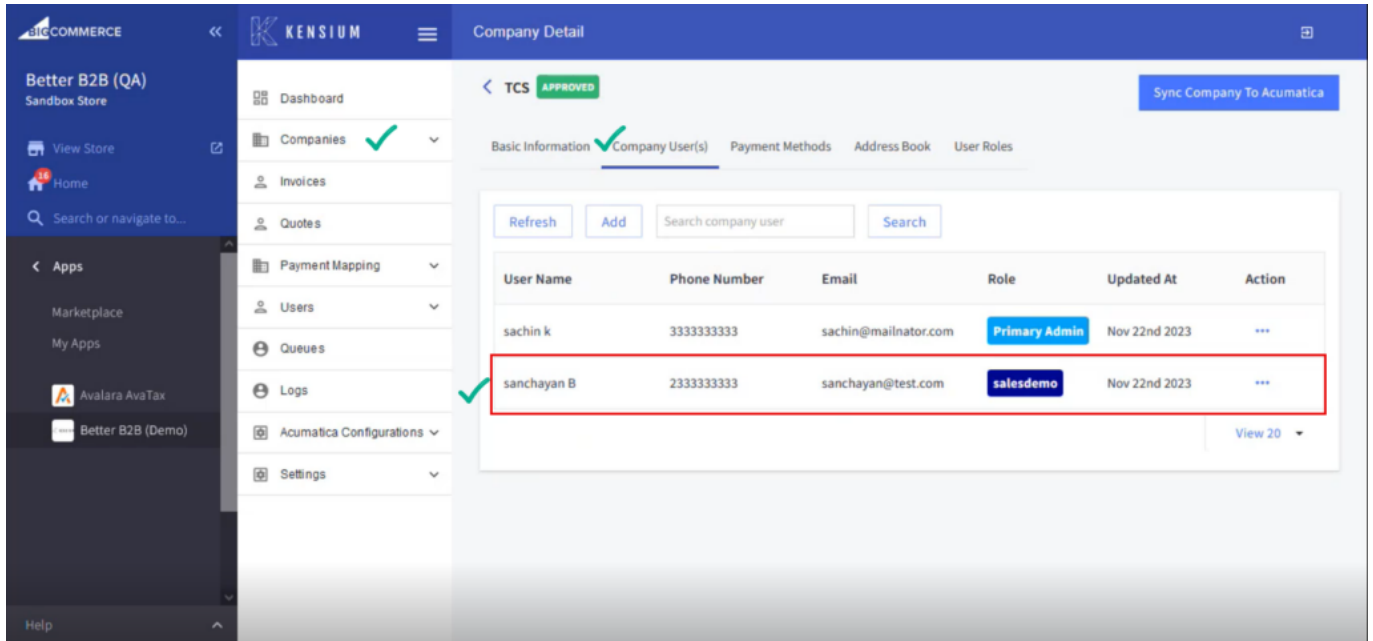
[Company Details](#) [Sign out](#)

Name	Email	Role	Action
sachin k	sachin@mailinator.com	Primary Admin	<input type="button" value="Edit"/>
✓ sanchayan B	sanchayan@test.co	salesdemo	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

1

User added under the User Management in the Front end

The added user will be reflected under the [Company User] against the specific company in the Better B2B app in Company Details. The user is added from the front end of BigCommerce, and it will be synced to the Better B2B app.



The screenshot shows the 'Company Detail' page for 'TCS APPROVED'. The 'Company User(s)' tab is active, displaying a table of users. A red box highlights the newly added user 'sanchayan B'.

User Name	Phone Number	Email	Role	Updated At	Action
sachin k	3333333333	sachin@mailinator.com	Primary Admin	Nov 22nd 2023	...
sanchayan B	2333333333	sanchayan@test.com	salesdemo	Nov 22nd 2023	...

Newly added user under the company