

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.

Your store is down for maintenance. Click here to see what your visitors will see.	Design this pag	e in Page Builder 🖍
QUICK ORDER	SEARCH ACCOUNT	SIGN OUT CART
BETTER B2B (QA)		
SHOP ALL GARDEN PUBLICATIONS ~ INDUSTRIAL EQUIPMENT UTILITY ACCESSORIES20150336 CONSUMER GOODS SHIPPING & RETURNS CONTACT US BLOG	Computers V	
User Management Orders Invoices Quotes My Quote Messages (0) Recently Viewed Account Settings Roles & Permissions Addresses Us Company Details Sign out	er Management	
View 20 *	ADD NEW USER	

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.





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Name	Email	Role	من Action
sachin k	sachin@mailnator.com	Primary Admin	Edit
Prov			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.





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	User Management					
Orders	Invoices Quotes My Quote Messages (0)	Recently Viewed Account Settings Roles & Permission Company Details Sign out	s Addresses User Management			
		Add User				
	User Role	REQUIRED V				
	Email	REQUIRED				
	First Name	яединер				
	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 o 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.





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	First Name	REQUIRED	
	sanchayan		
	Last Name	озяцурая	
	В		
ß	Phone Number	озяцурая	
	23333333		
	Quote Approval Limit *	REQUIRED	
	0		
	Quote Approval Period	REQUIRED	
	Per Week	~	
	Save	ncel	

Fill up the details for the User

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

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	User	Management		
Orders Invoices		ly Viewed Account Settings Roles & Pe pany Details Sign out	rmissions Addresses User Management	
View 20 *			ADD NEW USER	
Name	Email	Role	Action	
sachin k	sachin@mailnator.com	Primary Admin	Edit	
sanchayan B	sanchayan@test.cd	salesdemo	Edit Delete	
Prev		-		





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.

	«	KENSIUM	≡	Company Detail	Ð
Better B2B (QA) Sandbox Store		Dashboard		C TCS APPROVED	Company To Acumatica
🕞 View Store		🗈 Companies 🗸	~	Basic Information Company User(s) Payment Methods Address Book User Roles	
Home .		A Invoices			
Q Search or navigate to		2 Quotes		Refresh Add Search company user Search	
< Apps	Î	Payment Mapping	~	User Name Phone Number Email Role Updated At	Action
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		Queues		sachin k 333333333 sachin@mailnator.com Primary Admin Nov 22nd 202	3 ***
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Better B2B (Demo)	_	Acumatica Configurati	ons 🗸		View 20 📼
		Settings	~		

Newly added user under the company

