



***HOW TO
Administer Users
& Groups***

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HOW TO

Administer Users & Groups

Introduction

Miva Merchant allows a great deal of flexibility in the manner in which you administer a store. There can be more than one administrator, or there can be specific individuals or groups assigned to specific tasks.

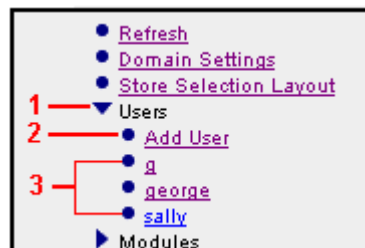
There are three type of users:

Administrator	has global access to all functions of the Miva Merchant system.
Store Manage	has access to all functions of the particular store.
User	has not been assigned as an Administrator or Store Manager and can be assigned to a Group of privileges within a specific store.

Group Privileges cover a number of store administrative functions. Groups are specific to a given store, and multiple groups can be defined within a store. Miva Merchant users can be assigned to a Group (or Groups) that gives them certain operating permissions for a given store. Therefore, a User can be given clearly defined levels of access for each store. If a User belongs to more than one Group, he/she is given all the privileges assigned by each Group.

Administering User

Individual users are administered outside of a store, within the Miva Merchant domain. Use the following procedure to open the User form.



1. Click User on the Margin Menu to view the users in the domain.
2. Click the Add user link to add a new user.
3. Click on the user's name to edit user information, or delete a user.

Add User

This function allows you to add administrative users to the Miva Merchant domain. After you add a user here, you can go to the store and add a person in a administration group within that store.

The screenshot shows a web form titled "Add User" with a small icon in the top right corner. The form contains the following elements:

- 1** — **User**: A link located at the top left of the form area.
- 2** — **User Name:**: A text input field.
- 3** — **Password:** and **Verify Password:**: Two text input fields stacked vertically.
- 4** — **Administrator**: A checkbox with the label "Administrator".
- 5** — **User May Create Additional Users**: A checkbox with the label "User May Create Additional Users".

- | | |
|-------------------------------------|---|
| 1. User | The only link that displays when the Add User form is first opened. |
| 2. User Name | Login name used to access the Miva Merchant Administration Interface. |
| 3. Password/Verify Password | Assign a password and then verify that the password was typed correctly by re-entering the password. |
| 4. Administrator | Check this box if you would like to assign administrator privileges to the new user. If a user is designated an Administrator, he or she has global access to all settings in the Miva Merchant system, overriding any other security settings. |
| 5. User May Create Additional Users | Checking this box allows the new user to create additional users. |

Edit a User

Editing a user is very similar to the Add User sequence. However, instead of clicking on the Add User link, click on the user's name link you want to edit. This will bring up the Edit User screen. This screen has the same format as the Add User screen. Just make your changes and click Update.

Delete a User

To delete a user, click on the user's name link you want to and click on the Delete button.

Administration Groups

A Group is a set of administration privileges within a store. Any User can be assigned to a group, or to multiple groups.

Use the following procedure to open the Group form.



1. Click the Stores arrow to open display your Miva Merchant store(s).
2. Click the link for the store you wish to administer.
3. Click Groups arrow to display the groups in the store.
4. Click Add group to open the Add Group form.

Group

Group Name:

Privileges:

Name	View	Add	Modify	Delete
Availability Groups	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Categories	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Currency Configuration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Customers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Logging Configuration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Order Fulfillment Configuration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Order Processing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Payment Configuration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Price Groups	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Products	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sales Tax	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shipping Configuration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
States	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Store Settings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Store Utilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
System Extension Configuration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Upsold Products	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Group Name

This is the name that you want to associate with the group of privileges you are creating.

Privileges

The following privileges can be assigned to Users within the group:

Availability Groups	Maintain the Availability Groups for the assigned store.
Categories	Maintain the Categories for the store.
Currency Configuration	Control the maintenance of the currency configuration.
Customers	Maintain the customers Personal Information.
Logging Configuration	Maintain the logging files.
Order Fulfillment Configuration	Maintain the fulfillment modules.
Order Processing	Maintain the orders that have been created by customers in that store.
Payment Configuration	Maintain and organize the payment modules.
Price Groups	Maintain the Price Groups for that Users store.
Products	Maintain products.
Sales Tax	Maintain tax modules.
Shipping Configuration	Maintain shipping methods.
States	Maintain states and their associated tax rates.
Store Settings	Control the ability to view and modify the settings ONLY for the settings for that given store. It is viewable by clicking on the store name in the left hierarchical menu bar and only if that Group has one or more permissions checked for store settings. Otherwise the store name appears, but is not a browse-able link.
Store Utilities	Maintain the store utility files. It is viewable by expanding the store in the left hierarchical menu bar.
System Extension Configuration	Maintain the system files.
Upsold Products	Maintain upsold items.

View/Add/Modify/Delete

For each privilege within a Group, the User can be assigned the following permissions: View, Add, Modify, and Delete. These headings are located on the top right side of the screen. Select the check box for each type of access you wish to grant to the Group.

View	Allows Users in this Group to view the data in the area that permission was granted. The Group cannot make any changes to the data without additional permissions.
Add	Allows Users in this Group the ability to view and also add new records but not to modify or delete existing records.
Modify	Allows Users in this Group the ability to view and edit existing records.
Delete	Allows Users in this Group the ability to delete existing records.

Assigning Users to Groups

When you click on Add, the Edit Group (name) form returns with a new form beneath it for assigning Users to that Group of privileges.

Keep in mind that administrators and store managers will always retain their full privileges regardless of what Group they are assigned.

- When training someone to administer your Miva Merchant system, assign them to a Group that has view only privileges. The trainee will become familiar with the system by viewing aspects of administration without potentially causing problems for your storefront.
- Assigning Users to different Groups can allow one person in your organization to process orders and another to maintain the product data.

The screenshot shows the 'Edit Group: Admin Group 1' interface. At the top, there are tabs for 'Group' and 'Users'. Below the tabs, there are buttons for 'All', 'Unassigned', and 'Assigned'. A search box is present with a search button. The main area displays a table of assigned users. The first row is highlighted in blue and shows a checkbox, the name 'george', and a document icon. Below the table, there is a 'Page Number' field showing '1-1' and a '10' in a box. At the bottom, there is a message 'Group 'Admin Group 1' added' and three buttons: 'Update', 'Delete', and 'Reset'. A red arrow points to the 'Page Number' '1-1'.

You may display All (Users) on your page to select, or you may display only those Users that have not yet been assigned to a Group. You also have the option of displaying only those Users that have been assigned to the Group.

If you have a large number of Users displayed and paging through the entries is too tedious, you may choose to search for a particular User. Enter a string to search in the Search text box. Click on the Search button to process.

To assign a User, click the check box to the left of the User's name and click Update.

Note: The page number (shown as 1-1 above in lower left hand corner) is not displayed on the Unassigned and Assigned options.
