



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.

The types of users:

Administrator	has global access to all functions of the Miva Merchant system.
Store Manager	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. A User who belongs to more than one Group is given all the privileges assigned by each Group.

Administering Users

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

1. Click the triangle next to Users in the Administration menu.
2. To add a new user, select the Add User link.
3. To edit user information or to delete a user, select the user's name.



User Tab

- | | |
|-------------------------------------|--|
| 1. User | The tab 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 | Password and password verification. |
| 4. Administrator | Checking this box, assigns administrator privileges to the new user. An Administrator 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 other users. |

The screenshot shows the 'Add User' form with the following elements:

- 1** → **User** tab (highlighted)
- 2** → **User Name:** text input field
- 3** → **Password:** and **Verify Password:** text input fields
- 4** → **Administrator**
- 5** → **User May Create Additional Users**

Preferences Tab

- Next to Items per Page, enter the default number of items this user will see in lists.
- Click Update.

The screenshot shows the 'Edit User: NotAdmin' form with the following elements:

- User** tab (highlighted)
- Preferences** tab (highlighted)
- Items per Page:**

Delete a User

1. Under the Users entry in the Administration menu, click the user's name you want to remove.
2. Click the Delete button.

Administration Groups

A Group contains 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 arrow next to Stores to display your Miva Merchant store(s).
2. Click the arrow next to the store you wish to administer.
3. Click the arrow next to Groups.

If you currently have any groups, they are displayed.

4. To change an existing group, select the name of that group.
5. To add a new group, select Add group.



Group Tab

Group		Users			
Group Name:	<input type="text" value="Group1"/>				
Privileges:	Name	View	Add	Modify	Delete
	Affiliate Money	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Affiliates	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Attribute Templates	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Availability Groups	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Categories	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Countries	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Currency Configuration	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Customer	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Inventory	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Logging Configuration	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Order Fulfillment Configuration	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Order Processing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Payment Configuration	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Price Groups	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Products	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Sales Tax	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Shipping Configuration	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	States	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Store Settings	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Store Utility Configuration	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
System Extension Configuration	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Upsold Products	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

1. Enter a name to associate with the group of privileges.
2. Check the box for each type of access you want this group to have.

- | | |
|------|--|
| 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.

3. Click Update.

Privileges

These privileges can be assigned to a group:

Privilege	View/Add/Modify/Delete:
Affiliate Money	The Affiliate’s Payouts. (Does not include Affiliate’s Commission.)
Affiliates	Affiliates Configuration, and adding Affiliates.
Attribute Templates	Template code and prompt, and Attributes and their attributes.
Availability Groups	Assigning customers, categories, and products to Availability Group.
Categories	Maintain the Categories for the store.
Countries	Countries assignments for each store.
Currency Configuration	Currency formatting tabs.
Customers	Customers’ Login and Shipping/Billing information.
Inventory	Inventory settings: tracking, default stock levels and messages.
Logging Configuration	Logging files.
Order Fulfillment Configuration	Email Merchant Notification and Customer Order Confirmation Email.
Order Processing	Batched and unbatched customer orders for the store.
Payment Configuration	Payment modules: COD, check payment, simple validation credit card, and payment vendors/gateways.
Price Groups	Group pricing, assigned and unassigned customers and products.
Products	Product list, and all product tabs.
Sales Tax	Sales and VAT Tax Calculation tabs.
Shipping Configuration	Modules list and all shipping tabs.
States	States list.
Store Settings	Edit Store settings: Sales Tax Calculation and Currency Formatting entries.
Store Utility Configuration	Import, export, delete shopping baskets, and pack data files.

Privilege	View/Add/Modify/Delete:
System Extension Configuration	System files.
Upsold Products	Upsold product threshold, pricing, and any required products.

Assigning Users to Groups

Administrators and store managers 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.

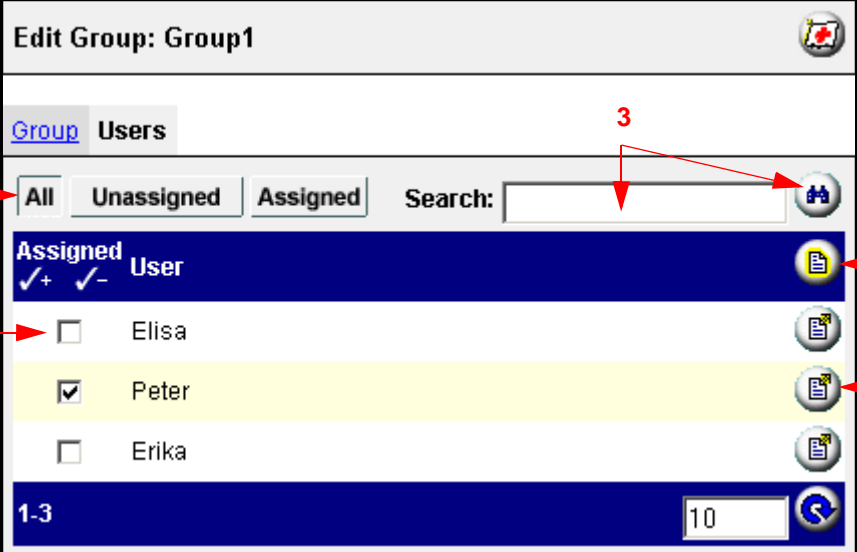
1. Select the method for displaying the users.

All	Displays all users.
Unassigned	Displays only those that have not been assigned to this group.
Assigned	Displays only those that are assigned to this group.

2. Check the box next to the user you want to assign to this group, or click + to check all displayed users. Or uncheck the box next to the user you want to remove from this group.

3. To find a user, enter a name or part of a name to search in the Search text box, then click the Search button.


4. To add a new user, click the New User  button.



The screenshot shows the 'Edit Group: Group1' interface. At the top, there are tabs for 'Group' and 'Users'. Below the tabs, there are three buttons: 'All', 'Unassigned', and 'Assigned'. A search box is located to the right of these buttons, with a search icon to its right. Below the search box, there is a table of users. The table has a header row with 'Assigned' (with checkmarks for '+' and '-') and 'User'. The users listed are Elisa, Peter, and Erika. Peter's row is highlighted in yellow, and his checkbox is checked. To the right of each user name is a 'New User' icon. At the bottom of the interface, there is a pagination bar showing '1-3' and a page number '10'.

Red arrows point to the following elements:

- 1: The 'All' button.
- 2: The checkbox next to the user 'Elisa'.
- 3: The search box.
- 4: The 'New User' icon next to the user 'Elisa'.
- 5: The 'New User' icon next to the user 'Peter'.

5. To edit a listed user, click the Edit  button.
6. If necessary, click the yellow triangle in the bottom right corner to go to the next page of users.
7. Click Update.

Note: The number (shown as 1-3 in lower left hand corner) is not displayed on the Unassigned and Assigned options. This number tells you which users you are reviewing.
