

Managing User Rights

You may wish to allow several people in your company access to your workspace, to fulfill orders, update product pricing, and more. You can create multiple logins by treating each user as a **Customer**.

User Rights Access Levels

There are four different access levels your members/customers can have on your site:

1) Client Admins: Full access to the entire Workspace, and ability to edit/add content (text & images) from the front-end in "View Your Store" mode.

2) Client Staff: Access to the following tabs in the Workspace:

- Dashboard
- Orders
- Products
- Reports
- View Store > only the option to view the front-end, not to edit any content or images

3) Members: These are users who register on your . They can access:

- "My Account" page: view previous order history, and [loyalty points](#) (if applicable)
- "My Profile" page: view and edit basic info (email address, first name, last name, re-set password, and billing information)

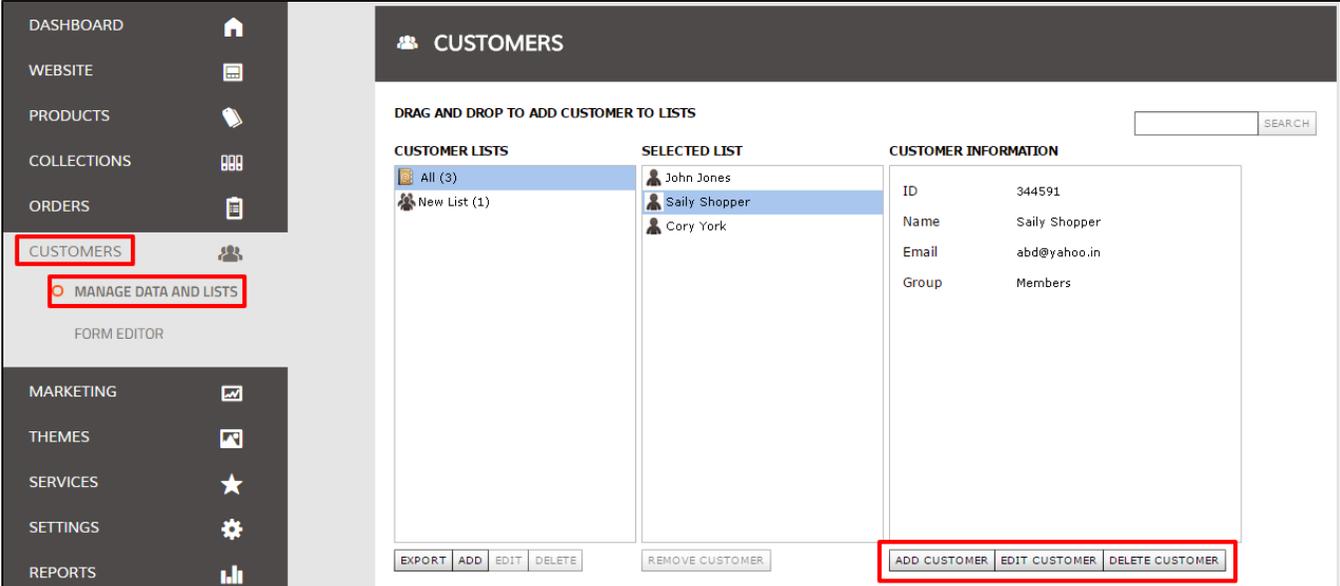
4) Visitors: Visitors have no rights. Visitors are users who have made purchases on the site, but have not registered to become members. If a customer does not register, he/she does not see the "My Accounts" or "My Profile" pages and is listed as a Visitor.

 For yourself and any others who you wish to access the Admin Workspace, each will be listed as a customer with either "ClientAdmins" or "ClientStaff" level access.

 To create another Admin user within your organization, simply add that person as a customer, then set his/her **Group** to "ClientAdmins" or "ClientStaff", as described below.

To Edit Your Customers and Assign Rights:

1. Login to your Workspace
2. Click on **Customers** from the left menu.



CUSTOMER LISTS	SELECTED LIST	CUSTOMER INFORMATION
All (3)	John Jones	ID: 344591
New List (1)	Sally Shopper	Name: Sally Shopper
	Cory York	Email: abd@yahoo.in
		Group: Members

3. Here you will find a list of all your customers. Double-click on a name to view the member information.

4. Click **Edit Member** at the bottom of the box to edit, or **Add Member** to create a new member.

The screenshot displays the 'CUSTOMERS' management interface. At the top, there is a search bar with a 'SEARCH' button. Below this, the interface is divided into three main sections: 'CUSTOMER LISTS', 'SELECTED LIST', and 'CUSTOMER INFORMATION'. The 'CUSTOMER LISTS' section shows two lists: 'All (3)' and 'New List (1)'. The 'SELECTED LIST' section shows three members: John Jones, Saily Shopper, and Cory York. The 'CUSTOMER INFORMATION' section contains various fields for a customer, including ID, First Name (Maya), Last Name (Support Staff), Company (My Company), Email (maya@mycompany.com), and a 'Subscribed to Email' checkbox. The 'Group' field is set to 'ClientAdmins', and its dropdown menu is open, showing options: 'ClientAdmins', 'Visitors', 'Members', and 'ClientStaff'. The 'Password' field is also set to 'ClientAdmins'. At the bottom of the 'CUSTOMER INFORMATION' section, there are buttons for 'ADD CUSTOMER', 'EDIT CUSTOMER', and 'DELETE CUSTOMER'. The 'ADD CUSTOMER' button is highlighted with a red box.

5. In the **Group** field, select the appropriate group using the pull-down menu. For full rights access to the Workspace, select "**ClientAdmins**" or "**ClientStaff**"



Group rights refer to the level of access members have in your Webware. See the top of this article "User Rights Access Levels" for a list of options and what rights are granted for each.

6. Click **Save** when finished.

Related articles

- [Managing User Rights](#)
- [Searching for Customer Details](#)
- [Creating Mailing Lists](#)
- [Attaching a Note to an Order](#)
- [Manually Adding Customer Details](#)