

Creating Users in Better B2B



To create a user in Better B2B go to the Users below the Payment Mapping. The application will provide 3 options in the **[Users]** section on the left panel.

- View
- Add
- Mapping

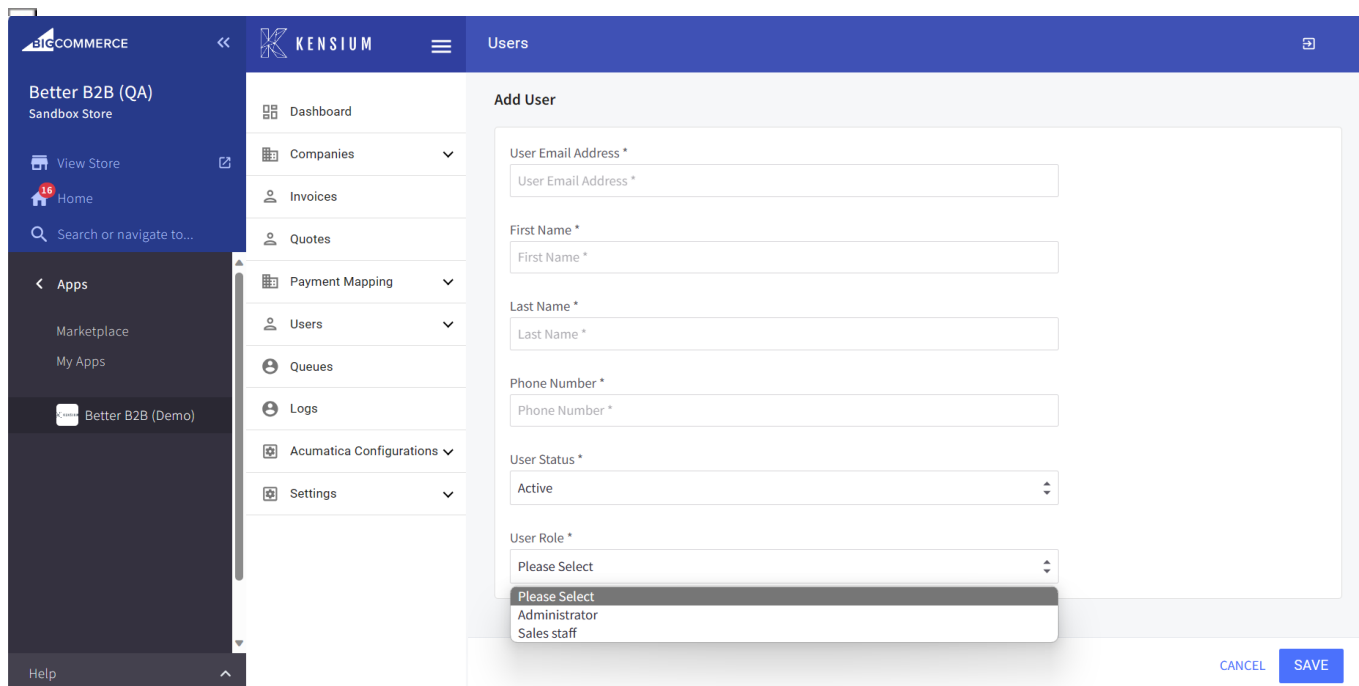
Group	Action	Sync Direction	Result	Entity Id	User	Log Time
Quote	Validate	Storefront to B2B	Info		bali@mailinator.com	2023-11-24 07:17:31
Quote	Validate	Storefront to B2B	Info		bali@mailinator.com	2023-11-24 07:17:31
Contact Location Mapping	Update	B2B to Acumatica	Info		rakeshe@kensium.com	2023-11-24 06:30:32
Address Company User Assignment	Update	Acumatica to B2B	Info		rakeshe@kensium.com	2023-11-24 06:30:32
Address Company User Assignment	Update	Admin to B2B	Info		rajendrak@kensium.com	2023-11-24 06:30:31

Option to Add User

To add a user, you need to follow these steps and enter the relevant details. All the self-explanatory fields are mandatory. The fields are as follows.

1. User Email Address
2. First Name
3. Last Name
4. Phone Number
5. User Status: Select the status as Active.
6. User Role: You need to select the user role and save the records. You will have two options

Administrator or Sales Staff.



The screenshot displays the KENSUM application interface for managing users. On the left is a sidebar with navigation options: 'Better B2B (QA) Sandbox Store', 'View Store', 'Home', a search bar, 'Apps' (Marketplace, My Apps, Better B2B (Demo)), and 'Help'. The main content area is titled 'Users' and contains an 'Add User' form. The form includes the following fields: 'User Email Address *' (text input), 'First Name *' (text input), 'Last Name *' (text input), 'Phone Number *' (text input), 'User Status *' (dropdown menu set to 'Active'), and 'User Role *' (dropdown menu). The 'User Role *' dropdown is currently open, showing the options 'Please Select', 'Administrator', and 'Sales staff'. At the bottom right of the form are 'CANCEL' and 'SAVE' buttons.

Adding User Fields