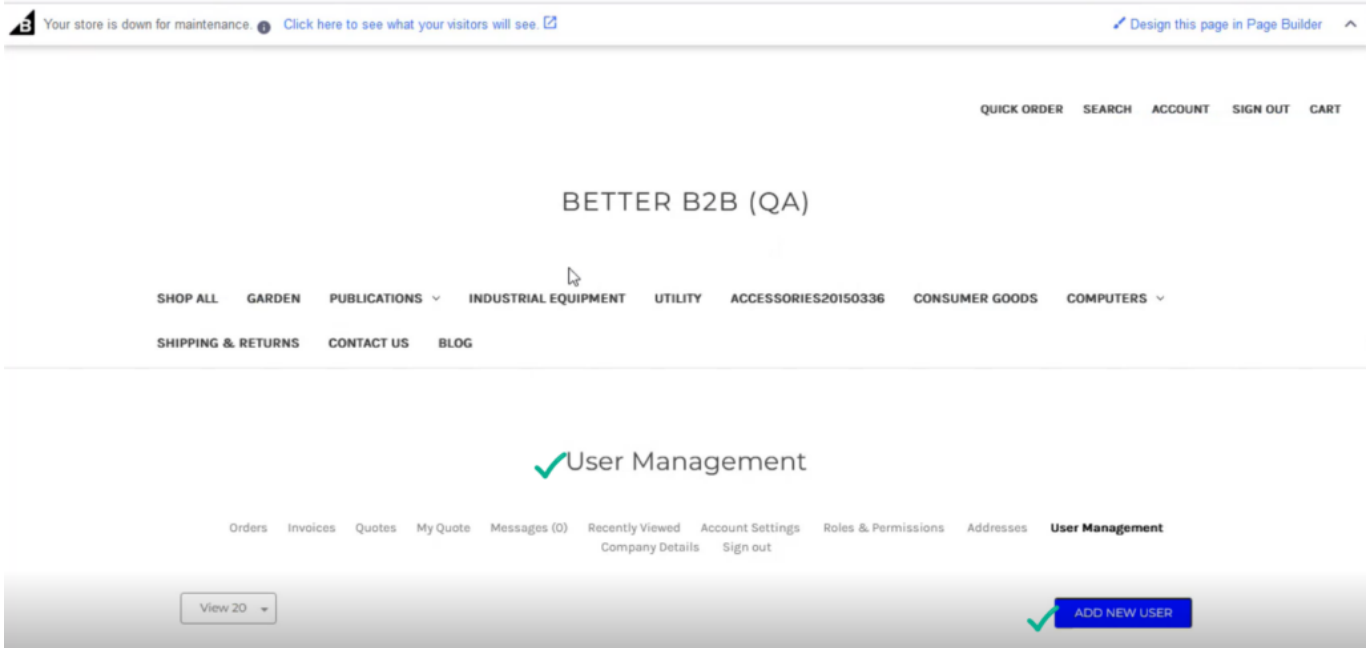


Managing User Management in B2B

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.



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.

Your store is down for maintenance. [Click here to see what your visitors will see.](#) [Design this page in Page Builder](#)

SHOP ALL GARDEN PUBLICATIONS INDUSTRIAL EQUIPMENT UTILITY ACCESSORIES20150336 CONSUMER GOODS COMPUTERS
SHIPPING & RETURNS CONTACT US BLOG

User Management

Orders Invoices Quotes My Quote Messages (0) Recently Viewed Account Settings Roles & Permissions Addresses **User Management**
Company Details Sign out


View 20 [ADD NEW USER](#)

Name	Email	Role	Action
sachin k	sachin@mailinator.com	Primary Admin	Edit

Prev 1 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 & Permissions Addresses **User Management**
Company Details Sign out

Add User ✓

User Role	REQUIRED
<input type="text" value="Select Role"/>	
Email	REQUIRED
<input type="text"/>	
First Name	REQUIRED
<input type="text"/>	
Last Name	REQUIRED
<input type="text"/>	
Phone Number	REQUIRED
<input type="text"/>	

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 0 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.

User Management

Orders Invoices Quotes My Quote Messages (0) Recently Viewed Account Settings Roles & Permissions Addresses **User Management**
Company Details Sign out

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

1

Next

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.

The screenshot shows the 'Company Detail' page for 'TCS' in the KENSUM system. The page is divided into several sections: a left sidebar with navigation options, a top navigation bar, and a main content area. The main content area displays a list of company users under the 'Company User(s)' tab. The user 'sanchayan B' is highlighted with a red box and a green checkmark, indicating a newly added user.

User Name	Phone Number	Email	Role	Updated At	Action
sachin k	3333333333	sachin@mailnator.com	Primary Admin	Nov 22nd 2023	...
sanchayan B	2333333333	sanchayan@test.com	salesdemo	Nov 22nd 2023	...

Newly added user under the company