Organization Admin
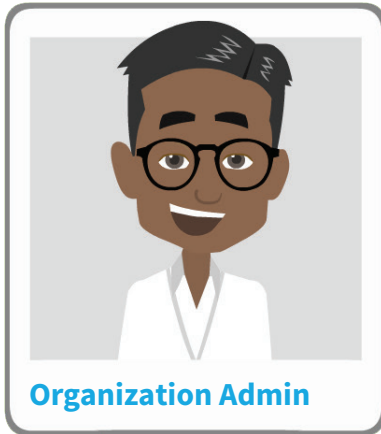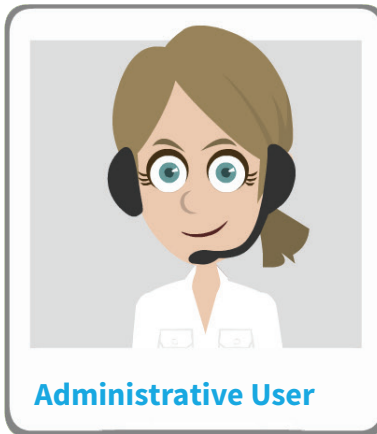## User Guide

The **Admin** tab within the SPS Commerce Apps page allows for the adding, editing, and permissioning of additional users at your organization.

To fully understand this feature, it is important to become familiar with the different titles and permissions available to SPS Commerce customers. Please review the titles and definitions below:
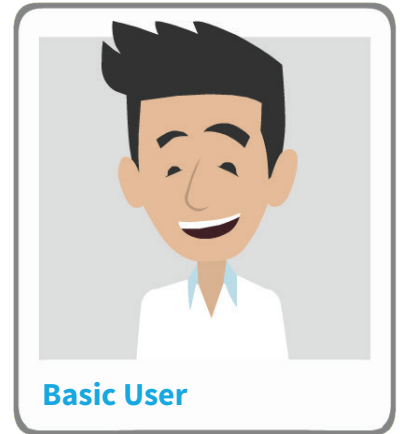
Organization Admin	**Administrative User**	**Basic User**
Administrator role within the organization. Ability to invite, edit, and remove users.	Ability to manage user permissions within application (ex. Fulfillment).	Ability to access application (ex. Fulfillment).

If you are the Organization Admin at your company, follow the steps below to add, edit, and permission your additional users:

1. Navigate to commerce.spscommerce.com. Sign in with your company registered email address and password.
2. Within the navigation bar, click **Admin**.
3. To add a new user, click **Invite New User**.
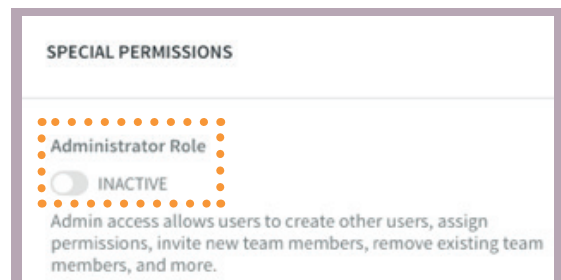4. Enter users Email Address, First Name, and Last Name.
   > ❗ After a user is invited, the Organization Admin will be unable to edit this information. However, the individual user can go in and edit their name if necessary.
5. To make a user an Organization Admin, toggle the switch to blue under **Administrator Role**.
6. Permission that user for all necessary applications.
   > 💡 Each permission type has a corresponding definition that will display.

   a. **Administrative User** - Able to manage User permissions within application.

   b. **Basic User** - Able to access application.

SPECIAL PERMISSIONS

Administrator Role

⬜ INACTIVE

Admin access allows users to create other users, assign permissions, invite new team members, remove existing team members, and more.

Within the Admin tab, you will see the following information for each user after they accept and activate their account:

1. User Profile icon
2. First and last name
3. Whether they are an Organization Admin or not
4. Email Address
5. Application Access

To edit the permissions or delete an already existing user, follow the instructions below.

Within the Admin tab, click the **...** **Actions** icon and select one of the following action options:

Each permission type has a corresponding definition that will display.

  a. **Edit** – Select to edit the application access or permissions of a user.
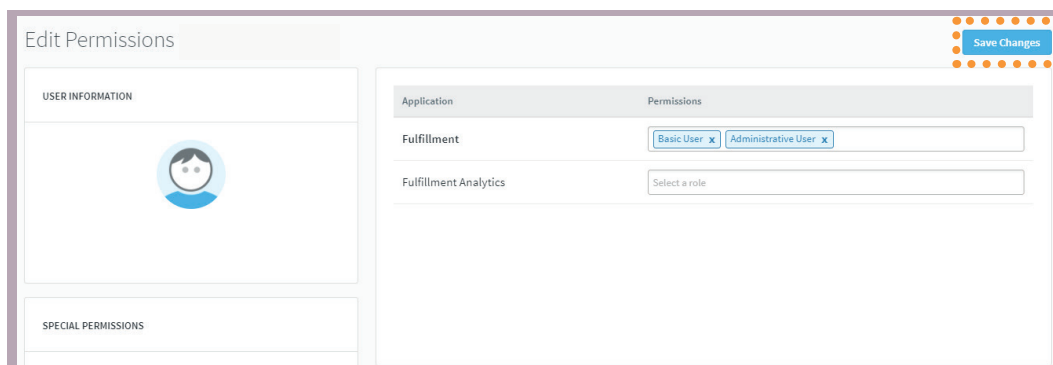
If you make any changes, click Save Changes before navigating away.

  b. **Delete** – Select to remove a user. A message will appear asking you to confirm your choice.