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# 1. How to find the module in the admin area

The screenshot shows the Magento Admin interface. At the top, there is a navigation bar with tabs: Dashboard, Sales, Catalog, Customers, Promotions, Newsletter, CMS, Reports, and System (highlighted in orange). To the right of the System tab is a link: ? Get help for this page.

Below the navigation bar, the 'Roles' section is visible. It includes a table with the following data:

ID	Role Name
1	Administrators

Below the table, there is a pagination bar: Page 1 of 1 pages | View 20 per page | Total 1 records found.

To the right of the Roles section, there is a vertical menu with the following items: Manage Aitoc Modules, My Account, Notifications, Tools, Web Services, Design, Import/Export, Manage Currency Rates, Transactional Emails, Custom Variables, Permissions, Magento Connect, Cache Management, Index Management, Manage Stores, and Configuration. The 'Permissions' item is highlighted, and a sub-menu is open showing 'Users' and 'Roles'.

An orange callout box with a yellow background points to the 'Roles' item in the sub-menu. The text inside the callout box is: **To set permissions on your catalog, you need to create a new or edit an existing role.**

## 2. Permissions to default modules

Dashboard

Sales

Catalog

Customers

Promotions

Newsletter

CMS

Reports

System

Get help for this page

Role Information

Role Info

Role Resources

Advanced Permissions

Add New Role

Back

Reset

Save Role

Roles Resources

Resource Access

Resources

Custom

☐ Dashboard

☐ Sales

☐ Advanced Permissions Tab

☒ Catalog

☐ Reviews and Ratings

☐ Tags

☐ Google Sitemap

☐ Search Terms

☐ Url Rewrite Management

☐ Manage Categories

☐ Attributes

☒ Manage Products

☐ Update Attributes

☐ Google Base

☐ Customers

☐ Promotions

☐ Newsletter

☒ CMS

☒ Reports

☐ System

☐ Manage Aitoc Modules

☐ Permissions

☐ Roles

☐ Users

Once you set all the necessary permissions on the "Role Resources" page, switch to the "Advanced Permissions" tab.

If you would like to provide access for product management, please make sure that "Manage Products" action is available for the role.

If you would like to provide access to CMS and Reports sections, please make sure that the appropriate actions are available for the role.

Advanced Permissions Manual | Developed by AITOC, Inc. [www.aitoc.com](http://www.aitoc.com) | [sales@aitoc.com](mailto:sales@aitoc.com) |

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### 3. Advanced permissions

#### Role Information

Role Info

Role Resources

Role Users

Advanced Permissions

#### Edit Role 'Test'

Back

Reset

Delete Role

Save Role

#### Advanced Permissions

- ☐ Disabled  
☒ Limit Access to Store Views/Categories  
☐ Limit Access to Websites

Store View \*

comp

☒ comp

☒ english

☒ german

Categories

[Collapse All](#) | [Expand All](#)

☒ for comp

☒ computers (16)

Main Website

☐ Main Store

☐ English

☐ French

☐ German

☐ Allow update global attributes

☒ Allow manage own products only

If you would like to limit access by store views, please choose “Limit Access to Store Views/Categories” option, then select one or several store views and corresponding product categories available for the role.

Checking this setting will let your restricted Administrator edit global attributes for available products in the checked Stores/Categories.

This setting will let you restrict the sub-admin to manage and see only products, created by the sub-admin user. **IMPORTANT!** Global settings (section 7) can override the setting.

### 3. Advanced permissions

**Role Information**

- Role Info
- Role Resources
- Role Users
- Advanced Permissions**

**Edit Role 'test2'**

Back Reset Delete Role Save Role

**Advanced Permissions**

☐ Disabled

☐ Limit Access to Store Views/Categories

☒ Limit Access to Websites

Website \*

Main Website

SecondWebsite

ctrl+click to select multiple websites

Allow update global attributes ☒

**Checking this setting will let your restricted Administrator edit global attributes for available products in the checked Websites.**

**If you would like to limit access by websites for sections, chosen at the previous page, please choose "Limit Access to Websites" option, then select one or several websites.**

## 4. Assign the role to a user

**Magento Admin Panel** Global Record Search Logged in as admin | Tuesday, August 25, 2009 | [Log Out](#)

Dashboard Sales Catalog Customers Promotions Newsletter CMS Reports **System** Front-End Editor [Get help for this page](#)

**User Information**

User Info

**User Role**

**Edit User 'ComputerManager1'** [Back](#) [Reset](#) [Delete User](#) [Save User](#)

Page 1 of 1 pages | View 20 per page | Total 3 records found [Reset Filter](#) [Search](#)

Assigned	Role Name
Any	
<input type="radio"/>	Administrators
<input type="radio"/>	Front-End Editor Demo
<input checked="" type="radio"/>	Computers Manager

Now you can assign the role to a user at the System > Permissions > Users > Edit User page

## 5. Staff View

**Magento Admin Panel** Logged in as ComputerManager1 | Tuesday, August 25, 2009 | [Log Out](#)

**Catalog** Get help for this page

**Manage Products** + Add Product

Choose Store View: **French** (dropdown menu shows: Main Website, Main Store, French)

Page 1 of 1 | Total 28 records found | [Notify Low Stock RSS](#) Reset Filter Search


Select All | Unselect All | Select Visible | Unselect Visible | 0 items selected Actions Submit

	ID	Name	Name In French	Type	Attrib. Set Name	SKU	Price	Qty	Visibility	Status	Websites	Action
Any	From:						From:	From:				
	To:						To:	To:				
							In: USD					
<input type="checkbox"/>	165	My Computer	My Computer	Bundle Product	Computer	mycomputer		79	Catalog, Search	Enabled	Main Website	<a href="#">Edit</a>
<input type="checkbox"/>	164	Gaming Computer	Gaming Computer	Bundle Product	Default	computer_fixed	\$4,999.95	968	Catalog, Search	Enabled	Main Website	<a href="#">Edit</a>
<input type="checkbox"/>	163	Computer	Computer	Bundle Product	Default	computer		426	Catalog, Search	Enabled	Main Website	<a href="#">Edit</a>
<input type="checkbox"/>	162	Microsoft Wireless Optical Mouse 5000	Microsoft Wireless Optical Mouse 5000	Simple Product	Default	micronmouse5000	\$59.99	760	Catalog, Search	Enabled	Main Website	<a href="#">Edit</a>

**Only one store view (or website) is available to the user with restricted permissions**

**The system shows products from allowed categories only.**

## 6. Staff view – Edit products

 **Magento Admin Panel**

Logged in as ComputerManager1 | Tuesday, August 25, 2009 | [Log Out](#)

Catalog

Get help for this page

Choose Store View:  
French

**Product Information**

**General**

Prices

Meta Information

Images

Descriptions

Design

Inventory

Websites

**Categories**

Related Products

Up-sells

Cross-sells

Product Reviews

Product Tags

Customers Tagged Product

Custom Options

Bundle Items

Useful Downloads

**My Computer (Computer)**

Back Reset Duplicate Save Save And Continue Edit

**Product Categories**

- Root Catalog
  - Electronics (42)
    - Computers (28)
      - ☒ Build Your Own (3)
      - ☐ Laptops (4)
      - ☐ Hard Drives (4)
      - ☐ Monitors (4)
      - ☐ Cases (2)
      - ☐ Processors (4)
      - ☐ Peripherals (4)

The system shows available categories only

By default the module hides the “Delete” button for a user with restricted permissions.

To remove the product from store front end they need to set Visibility attribute to “Nowhere”



# 7. Settings

Current Configuration Scope:  
Default Config

Manage Stores

Configuration

GENERAL

General

Web

Design

Currency Setup

Store Email Addresses

Contacts

Reports

Content Management

AITOC MODULES SETTINGS

Aitoc Module Manager

CATALOG

ADVANCED

Admin

Admin

Admin User Emails

Startup Page

Admin Base URL

Security

Dashboard

Advanced Permissions

Display All Products

Yes

If set to "No", user will see only products from categories assigned to him.

[STORE VIEW]

Show All Customers

No

If set to "No" user with restricted permissions can view customers from the website of the allowed store only.

[STORE VIEW]

Allow Deletion (Store-view restriction)

No

If set to "Yes" user with restricted permissions per Store-view can delete products, product images and categories.

[STORE VIEW]

Allow Deletion (Website restriction)

Yes

If set to "Yes" user with restricted permissions per Website can delete products, product images and categories.

[STORE VIEW]

A user can see either all products or products in available categories only. This setting overrides the setting "Allow manage own products only" (in edit Role -> Advanced Permissions).

Store owner can set whether restricted user will be able to view all customers or only those who are registered within available website.

The module gives an ability for a store owner to either allow or disallow deleting products, product images and categories per Store-view or per whole Website for users with restricted permissions.

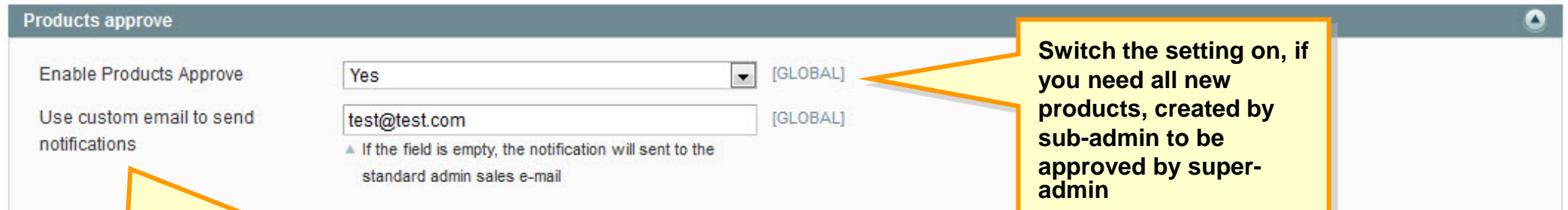
## 8. Products Approve

In System->Configuration->Advanced->Admin->Products Approve you can find additional settings for switching on/off Products approval functionality.

If the setting is on (“Yes”), then all new products, created by sub-admin users will automatically get “awaiting approve” status. Only super-admin will be able to enable such products.

After such new product is enabled by super-admin, no further approval for edits will be necessary.

Super-admin will be able to filter “Awaiting approve” products in the product grid.



The screenshot shows the 'Products approve' configuration page. It has a title bar 'Products approve' with a refresh icon. Below the title bar, there are two settings:

- Enable Products Approve:** A dropdown menu set to 'Yes' with a '[GLOBAL]' label to its right. A callout bubble points to this dropdown with the text: 'Switch the setting on, if you need all new products, created by sub-admin to be approved by super-admin'.
- Use custom email to send notifications:** A text input field containing 'test@test.com' with a '[GLOBAL]' label to its right. Below the input field is a small triangle icon and the text: 'If the field is empty, the notification will sent to the standard admin sales e-mail'. A callout bubble points to this field with the text: 'You can enter a custom e-mail, where super-admin will receive notifications about new products awaiting approval. As specified in the note below the field, if left empty, the notifications will be sent to the standard admin sales e-mail.'