

Multi User - Installation

Edit this Article (<https://secure.helpscout.net/docs/558fe040e4b01a224b42f30a/article/5592ffae4b0f73dcad82c4e>)

There are two ways to install a Magento Extension:

Install via Magento Connect

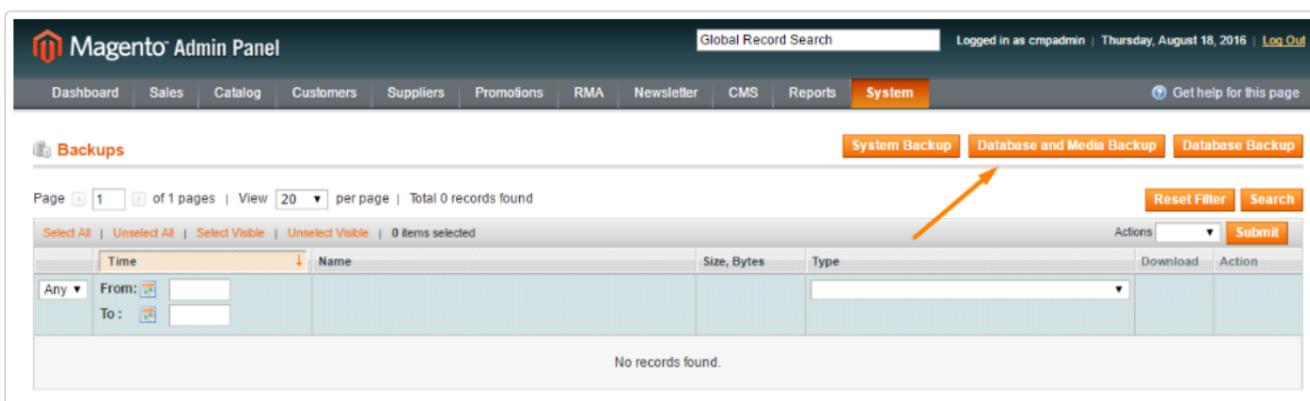
If you are unfamiliar with extensions installation via Magento Connect, please read this [article](https://www.cminds.com/down-to-the-basics-how-to-install-a-magento-extension/) (<https://www.cminds.com/down-to-the-basics-how-to-install-a-magento-extension/>).

Install Manually

1. Data Backup.

Backup your Data to your Magento database and web directory.

In the Magento admin panel, go to *System* → *Tools* → *Backup*.



2. Disable Compiler. (If you are running an older version, 1.4 and lower, you can skip this step.)

In the Magento admin panel, go to *System* → *Tools* → *Compilation*.

In case "Compiler Status" is "Enabled", click on the "Disable" button.

3. Download Extension and Extract Download.

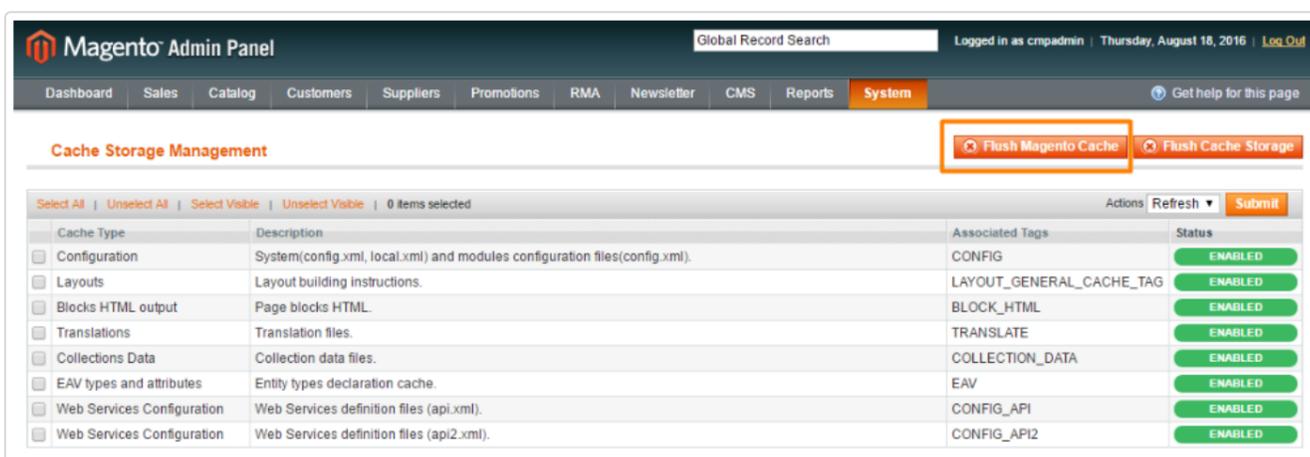
When you download the extension, it will appear as a zip file. Unzip extension contents on your computer and navigate inside the extracted folder.

4. Upload Files to Magento Folder.

Upload extension files to the main Magento folder.

5. Clear Cache.

In the Magento admin panel, go to *System* → *Cache Management* and press the **Flush Magento Cache** button.



Get more information about the **Multi User Account** (<https://www.cminds.com/ecommerce-extensions-store/magento-multi-user-account-extension/>) Magento Extension

Find other Magento products at the **CreativeMinds Magento Store**

(<https://www.cminds.com/ecommerce-extensions-store/>)

Multi User - Configuration

Edit this Article (<https://secure.helpscout.net/docs/558fe040e4b01a224b42f30a/article/55930067e4b0f73dcad82c54>)

Configuration

The first thing to do after completing the installation is to set up the extension.

Log in as Admin and go to **System** → **Configuration** → **Customers** → **Sub Account Configuration**.

Sub Account Configuration Save Config

General Options

Enable: Yes [STORE VIEW]

Groups of Customer able to Manage Sub Users: NOT LOGGED IN, General, Wholesale, VIP Member, Private Sales Member, Supplier Pro, Supplier [GLOBAL]

Share Sub Accounts Cart: Yes [GLOBAL]
▲ When select No, Sub Accounts will have their own cart

Send order/invoice/shipment mails to: Master [GLOBAL]

Create New Sub-Account Options

Require Emails Confirmation: No [STORE VIEW]

Extra Sub Accounts

Module Enabled: Yes [GLOBAL]

General Options

Enable - Turns the Functionality of the extension On or Off.

Groups of Customer able to Manage Sub Users - Sets which of your "Customer Groups" are able to manage sub users. Hold CTRL on Windows or CMD on Mac to select multiple.

Share Sub Accounts Cart - Setting this to "No" gives sub accounts their own cart. Otherwise they use a shared cart.

Send order/invoice/shipment mails to - Determines whether order invoice and shipment emails go to the Master account, the Sub User account or else to both.

Create New Sub-Account Options

Require Emails Confirmation - Toggles whether or not email confirmation is necessary for a new Sub user account to be created

Extra Sub Accounts (Multiple master Sub-account Addon)

Admin can assign sub account to multiple master accounts. It can support a sales rep that works for different account owners or move sub account from one master account to the other. This means that the same sub-account can belong to two master accounts.