User Permissions - E-Commerce %

The E-Commerce settings determine how a user can interact with the features required to set up the online store, manage your product list, or create order forms. To access these User Permissions, go to **Admin > Users** and click **Edit Permissions** next to the user you would like to modify.

Product

These permissions control the ability to view, add, edit & delete product records, as well as manage specific product functions.

- **Can view all records**: This permission controls access to view individual product details. If it is set to *No*, the user can view the product list, but will receive an *access denied* message when they click on a product link to view the details. In addition, the user will not be able to create product bundle links. If the *Can delete* permission is set to *Yes*, the user will still be able to delete products. If the *Can add* permission is set to *Yes*, the user will still be able to add a new product, but won't be able to access it again after leaving the new product screen.
- **Can edit all records**: This permission controls the ability to change products once they've been created. If it is set to *No*, the user will not see the *Save* button when they click into a product record. In addition, the user will not be able to create product bundle links. If the *can delete* permission is set to *Yes*, the user will still be able to delete products. If the *Can add*, permission is set to *Yes*, the user will still be able to add a new product, but won't be able to fill in any product details after adding it.
- **Can add**: This permission controls the ability to enter new products. If it is set to *No*, the user will receive an *access denied* message when they click on the *Add a Product* button; however, if the user has permission to import contacts, they will be able to import products too.
- **Can search**: This permission controls access to your product list. If it is set to *No*, the user will not see *View Products* or *Product Categories* in the *Product* menu. They will also receive an *access denied* message when they click on the *Products* link under *Product Setup* in the E-Commerce Setup screen.
- **Can delete**: This permission controls the ability to delete a product record. If it is set to *No*, the user will receive an *access denied* message when they try to delete a product from the product list. They will not see the *Delete* option under the *Actions* menu on the product list or the *Delete* button when viewing an individual product.
- **Can use Digital Product merge fields**: This permission controls the ability to create a delivery email that has the product download link, code, and/or key merged into

it. If it is set to *No*, the user will not see the digital product merge options when they create an email.

- **Can see encrypted Digital Product keys**: This permission controls the ability to see the digital product keys stored in Infusionsoft. If it is set to *No.*
- **Can track inventory**: This permission controls the ability to increase or decrease product inventory from within a product record, if you've enabled inventory tracking. If it is set to *No*, the user will not see the *Product Inventory* tab when viewing a product record.

Order Form

These permissions control the ability to view, add, edit & delete order forms. Order forms are used to sell a specific product or subscription program.

- **Can view all records**: This permission controls access to view individual order forms. If it is set to *No*, the user can view the order form list, but will receive an *access denied* message when they click on an order form link to view the details.
- **Can edit all records**: This permission controls the ability to edit an order form. If it is set to *No*, the user can view the order form list and click into an order form to view its details. The user will not see the *Save* button required to add or remove fields, change the product, or update any other order form settings. In addition, the user will not be able to clone an existing order form. If the *Can add permission* is set to *Yes*, the user will still be able to create a new order form, but will not be able to edit it after saving the first time.
- **Can add**: This permission controls the ability to create order forms. If it is set to *No*, the user cannot create a new order form. If the *can view permission* is set to *Yes*, the user can still view a list of order forms and see the *Add an Order Form button*; however, the user will not be able to save changes to a form after clicking on it.
- **Can search**: This permission controls the ability to access order forms. If it is set to *No*, the user will see an access denied message when they click on *Order Forms* in the E-Commerce area.
  Can delete: This permission controls the ability to delete order forms. If it is set to *No*, the user will not see *Delete* option in the Actions drop down menu on the order form list or the *Delete* button in an individual order form.

Shopping Cart

Can manage shopping cart: This permission controls the ability to set up the Infusionsoft

shopping cart. If it is set to *No*, the user will receive an *access denied* message when they click on the E-Commerce Setup option in the main navigation menu. They will not be able to customize the shopping cart settings or design; however, they can still manage products and order forms using the related options in the E-Commerce area nav.

Please Note! If this is set to *No*, the user will not have access to Promotions .