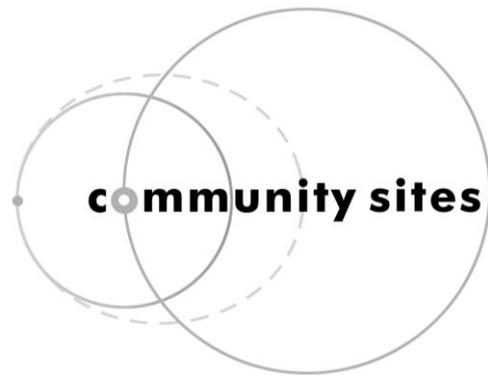


# MANAGING USERS

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## WHAT'S COVERED IN THESE INSTRUCTIONS?

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### These instructions provide a quick introduction to:

1. Creating a new user
2. Editing a user
3. Removing a user
4. Transferring authorship from one user to another

There are three possible roles for users on your site:

- **Contributor**  
Contributors can create new posts but not publish them
- **Editor**  
Editors can create and publish their own posts. They can also edit and publish anyone else's posts.
- **Webmaster**  
Webmasters have the same abilities as editors, but can also manage users and control advanced features of the site, such as the home page.

## 1: CREATING A NEW USER

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From the Dashboard, select Users > Add New.

There are two options: *Add Existing User* and *Add New User*.

### Add Existing User

Add Existing User can usually be ignored. This is for adding a user who is already registered on another site in the Clare network (e.g. adding a user who is registered on Kilkee to the Scattery Island site).

### Add New User

This is for adding a brand new user to the site. Complete the following fields:

- *Username*: this can be anything, as the user will normally use their e-mail address to log in. If in doubt, use their name in lowercase with no spaces – e.g. johnsmith
- *E-mail*: enter the e-mail address the person wishes to be associated with the website (this won't get published)
- *Role*: This will be Contributor, Editor or Webmaster.

Note that normally you do not set the password for the user. Instead, the user gets a Confirmation E-mail with a link to set their own password. If you prefer to set the password immediately, then tick the box called Skip Confirmation E-mail, and add the user. You should need to edit the same user immediately and can then set their password as described below.

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## 2: EDITING A USER

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From the Dashboard, select Users > All Users. You will see a list of all the registered users on the website. Click on the name of the user you want to edit.

Usually, the only reasons you will need to edit the user are:

### **Change a user's role (for example, from author to editor)**

Select the correct role and click on Update

### **Remind a user of his or her e-mail address**

Users log in with their e-mail address and password (you can ignore the username). Sometimes users have multiple e-mail address and have forgotten which one they used to register on the site. If so, you need to let the user know what it is.

### **Change a user's password**

You shouldn't normally have to do this, as users can get a password reminder when they try to log in.

You can't tell users their password, as this is encrypted, but you can change it for them and let them know what it is. They can subsequently change it to a new password of their own choosing.

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## 3: DELETING A USER

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From the Dashboard, select Users > All Users. You will see a list of all the registered users on the website.

1. Hover your cursor over the name of the user you want to delete.
2. Click on the delete link.

You will be given the option of deleting that user's contributions to the website or reassigning the user's posts and pages to another user. This won't change any information on the post or page itself – it will just change the editing rights.

#### 4: TRANSFERRING AUTHORSHIP FROM ONE USER TO ANOTHER

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The person who originally created a post is known as the author of that content. If that person in the contributor role, they can then edit that content so long as it has not yet been published.

To transfer authorship from one user to another you must be logged in as a webmaster. Then:

1. Edit the post.
2. Find the Author panel (usually at the bottom of the RH column or LH column on the edit screen).
3. Change the author to a different user
4. Click on Update