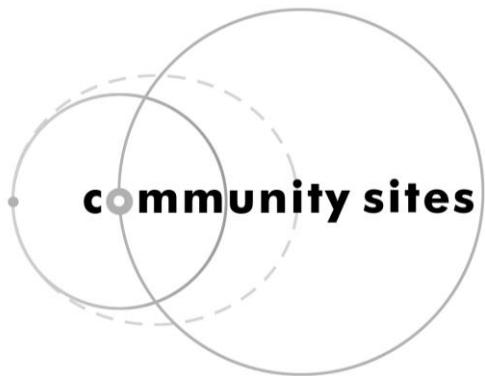


MANAGING USERS



WHAT'S COVERED IN THIS TUTORIAL?

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

From the Dashboard, select Users > Add New.

You can now either create a new user or add an existing user. An existing user is someone who already is registered on another site on the Gwent Heritage network and who you want to give a role on your own site.

Add an existing user

Complete the fields, which are straightforward:

- **E-mail** (this needs to be the e-mail address with which the user registered)

- **Role** (choose from Contributor, Editor or Webmaster)

The existing user will receive an automated e-mail, asking them to activate their account. If they don't receive this e-mail, they should check their spam filters.

Add a new user

Complete the fields, which are straightforward:

- **Username** (required)
- **E-mail** (required)
- **Role** (choose from Contributor, Editor or Webmaster)

New users will receive an automated e-mail, asking them to activate their account, and will then be issued with a temporary password to log in for the first time. If they don't receive this e-mail, they should check their spam filters.

If your website has a registration form in the public view of the site, it may be easier to ask new users to complete that form, because they will be able to choose their own password immediately.

2: EDITING A USER

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 contributor to editor)

Select the correct role and click on Update User.

Remind a user of his or her username

Check the username (which can't be changed) and 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.

3: REMOVING A USER

1. Logged in as a webmaster, click on the button marked Users.
2. You will see a list of all the registered users on the website.
3. Hover your cursor over the name of the user you want to remove.
4. Click on the Remove link.

4: TRANSFERRING AUTHORSHIP FROM ONE USER TO ANOTHER

The person who originally created a post is known as the author of that content. If that person is 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. Change the author to a different user
3. Click on Update