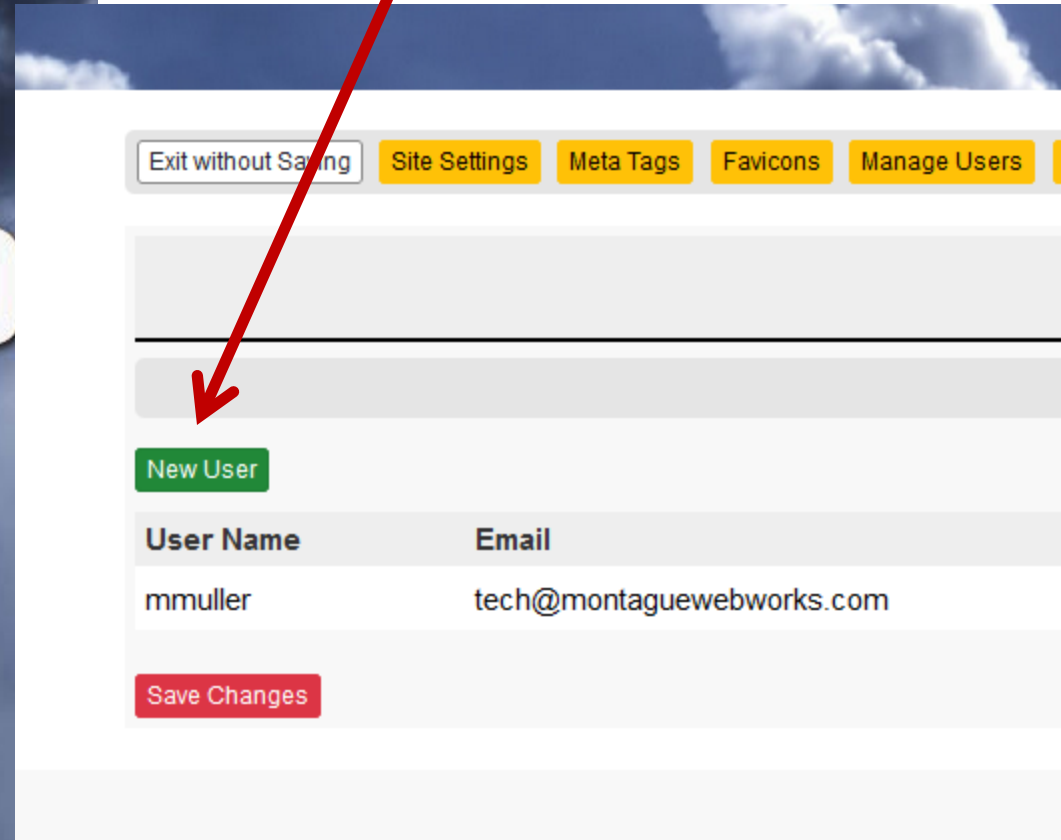


# Adding and Managing Users



1. From admin panel, choose "Website Users"
2. Choose "New User" in pop up menu.



**Create New User**

All fields are required

New Username (one word)  
Donna

New Password  
●●●●●●●●

User Email  
manager@montaguewebworks.com

User Role  
Site Editor (2) ▼  
Site Admin (3)  
Site Editor (2)  
Page Editor (1)

Create User

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Fill in Name, Add Password, Add Email (email can be used if someone forgets their password and needs to have it sent).

### Choose **User Role**

**Site Admin:** Has full control over website, including settings and management of all content. Full admin panel access.

**Site Editor:** Can edit content site-wide but can't manage categories, modules or settings. Does not see all options on admin panel dropdown.

**Page Editor:** Can only edit pages they have been assigned.

Click on "Create User"

You will now see your new user in the list.  
If you wish to make changes to a user click on their name.

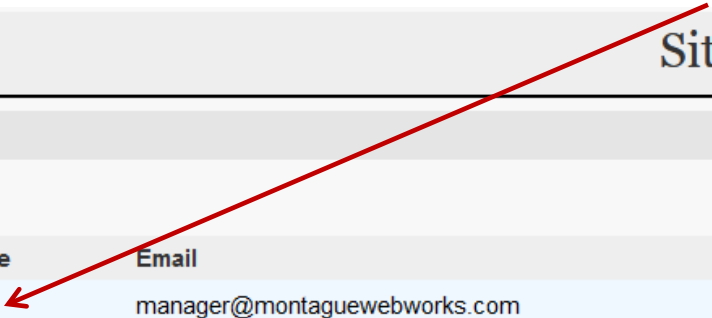
### Site Users

[Save Changes](#)

[New User](#)

User Name	Email	Last On	Level	Primary	
Donna	manager@montaguewebworks.com		3		
mmuller	tech@montaguewebworks.com	7/12/23 at 10:03 am	3	Yes	11

[Save Changes](#)



I can now change the user function from one role to another.

If I choose Page Editor, I will have the option to choose a page from the drop down.

More functions can be added after clicking "Save Changes."

User Name:

User Password:

User Email:

User Level:

- Site Admin
- Site Editor
- Page Editor

Add Page ...

**Pages**

- Getting Started
- Gov't
- RFP / Procurement
- RocketFusion Features
- Video Tutorials

Last On: at

[Save Changes](#)

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mmuller | Logout

This screen shows my page permissions (from previous) each time you add a level of function for an individual you will need to save the changes to add more. You can only add one page or category at a time.

manager@montaguewebworks.com

- Site Admin
- Site Editor
- Page Editor

**Existing Assets:** *(to remove access, check boxes below, then save changes)*

**Page:** Getting Started

Add Page ...

Add Blocks Category...

Add Business Category...

Add Calendar Category...

Add FAQ Category...

Add Files Category...

A few more notes:

1. I changed back to a “Site Admin” but my “Existing Assets” still show, why?
  - a) This is set up this way in case someone accidentally changes a page editor role, it is easy to revert permissions back without resetting them. The higher role will always override.
2. Note that you can disable users or delete them. Remember to save changes.

Save Changes

User Name: Donna

User Password: ●●●●●●●●

User Email: manager@montaguewebworks.com

User Level:  
 Site Admin  
 Site Editor  
 Page Editor

**Existing Assets:** (to remove access, check boxes below, then save changes)  
 Page: Getting Started  
 Page: Video Tutorials  
 Blocks: tester 1

Disabled

Last On: at

Save Changes

Delete User

Finally, you can track someone's usage on the site. Notice the little footprints? I have been logged in as Mik to create this slideshow. Notice the footprints and little blue box below? Click on the box.

### Site users

[Save Changes](#)

[New User](#)

User Name	Email	Last On	Level	Primary	
Donna	manager@montaguewebworks.com		3		
mmuller	tech@montaguewebworks.com	7/12/23 at 10:03 am	3	Yes	20

[Save Changes](#)

[Save Changes](#)

### mmuller (level 3) last login Wed, Jul 12, 2023 at 10:03:56 AM

Show  entries Search:

Date	IP Num	Action	Type	Record	Include	Notes
23-07-12 10:44	71.234.186.80	Display	a	<a href="#">🔗</a>	admin	users
23-07-12 10:44	71.234.186.80	Display	a	<a href="#">🔗</a>	admin	UPDATE Admin 3
23-07-12 10:42	71.234.186.80	Display	a	<a href="#">🔗</a>	admin	users
23-07-12 10:42	71.234.186.80	Display	a	<a href="#">🔗</a>	admin	UPDATE Admin 3
23-07-12 10:42	71.234.186.80	Display	a	<a href="#">🔗</a>	admin	INSERT AdminPage 3 p-23
23-07-12 10:42	71.234.186.80	Display	a	<a href="#">🔗</a>	admin	INSERT AdminModule 3 3 Bloc
23-07-12 10:34	71.234.186.80	Display	a	<a href="#">🔗</a>	admin	users
23-07-12 10:34	71.234.186.80	Display	a	<a href="#">🔗</a>	admin	UPDATE Admin 3
23-07-12 10:34	71.234.186.80	Display	a	<a href="#">🔗</a>	admin	INSERT AdminPage 3 p-1
23-07-12 10:26	71.234.186.80	Display	a	<a href="#">🔗</a>	admin	NewUser
23-07-12 10:26	71.234.186.80	Display	a	<a href="#">🔗</a>	admin	INSERT INTO Admin 3
23-07-12 10:11	71.234.186.80	Display	a	<a href="#">🔗</a>	admin	users
23-07-12 10:11	71.234.186.80	Display	a	<a href="#">🔗</a>	admin	DELETE Admin 2
23-07-12 10:08	71.234.186.80	Display	h	<a href="#">🔗</a>	login	login successful

You will see this log of activities. The default order is earliest to latest, but you can click on the arrow next to date to put the most recent on top.

Still need help? Please reach out to let us know!