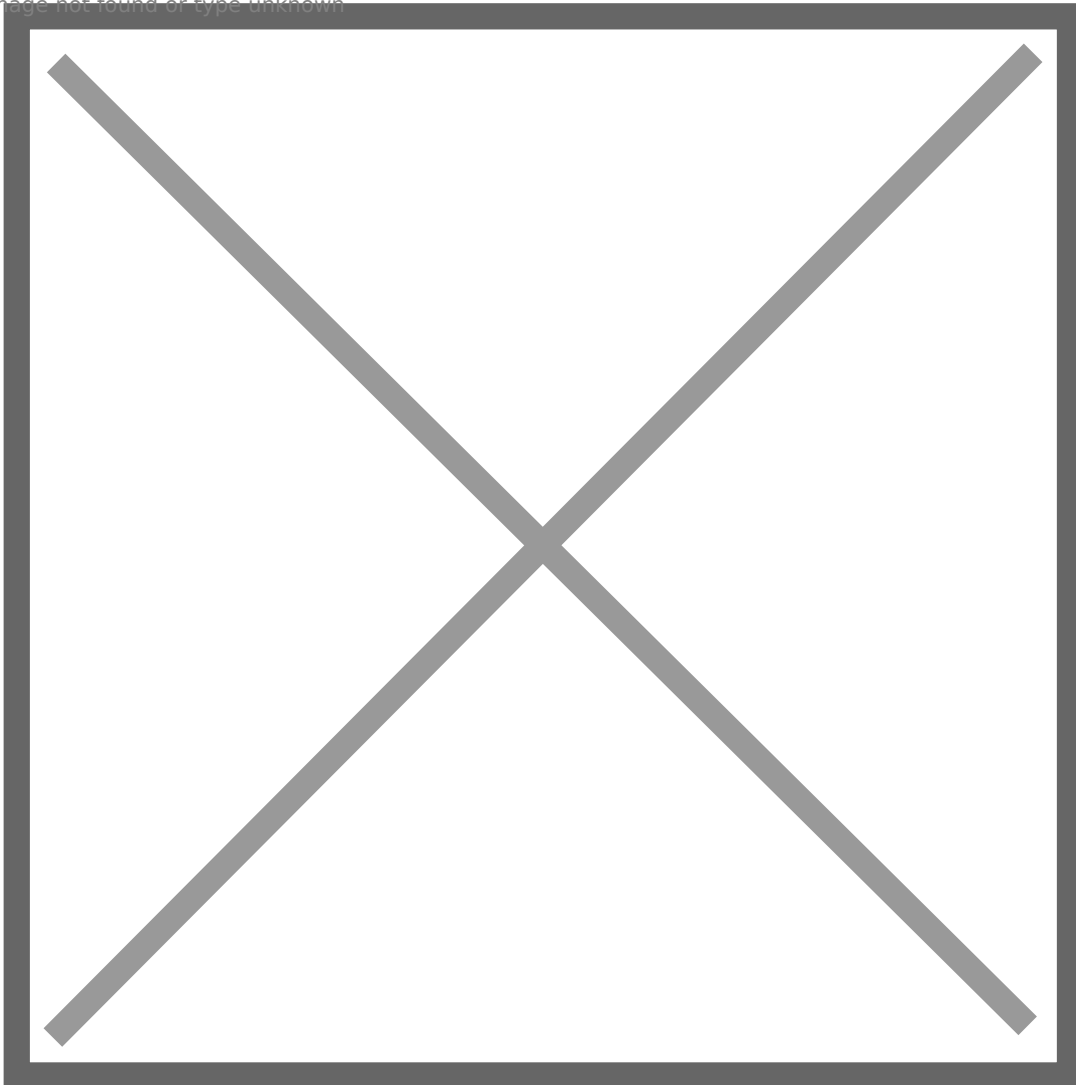


How to Set Up a New User

A new user can be set up easily by a 'superuser' from within the CMS.

1. Navigate to your CMS.
2. Click "Update Users" under the Dashboard icon.

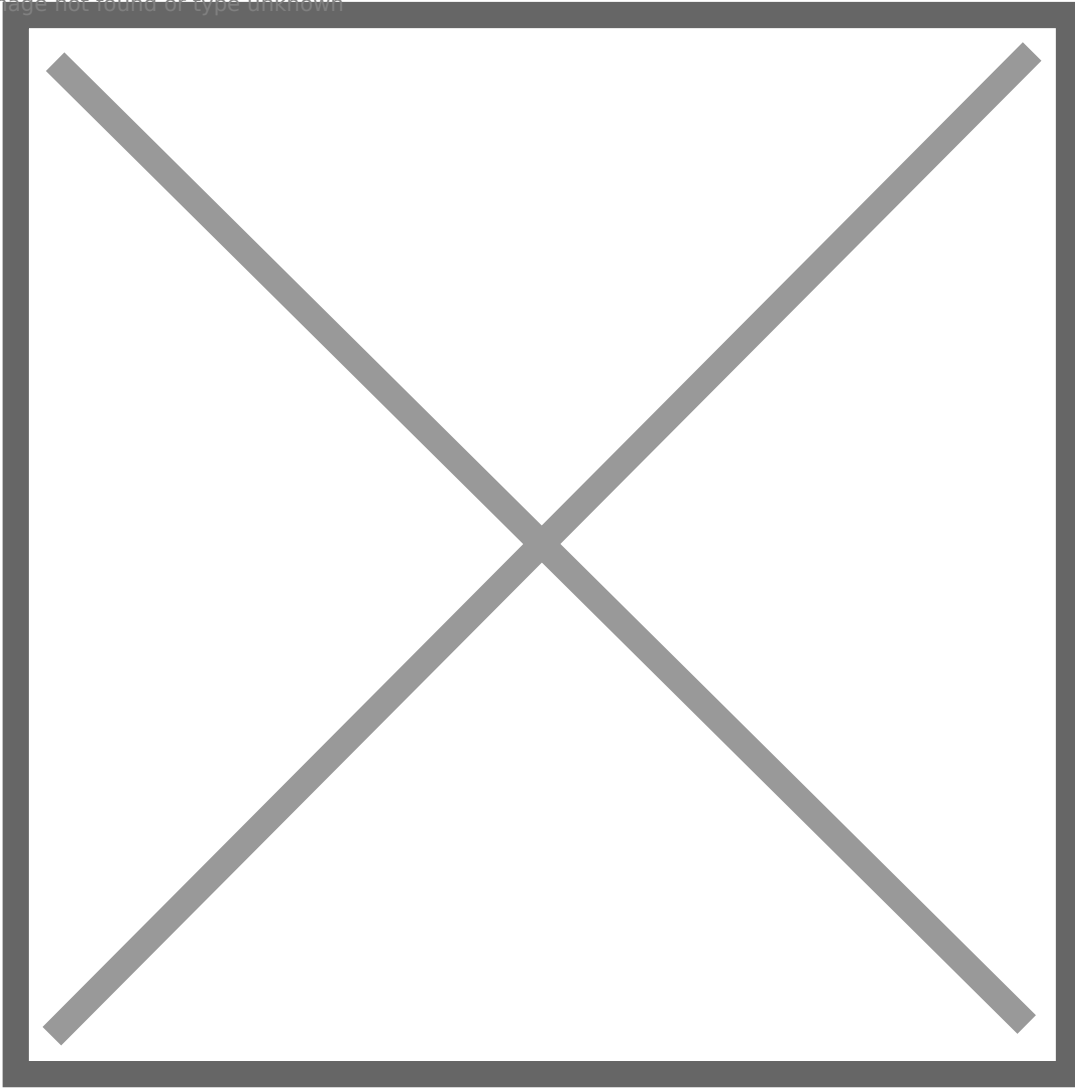
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3. You will see a list of all current users - Click "add a user".

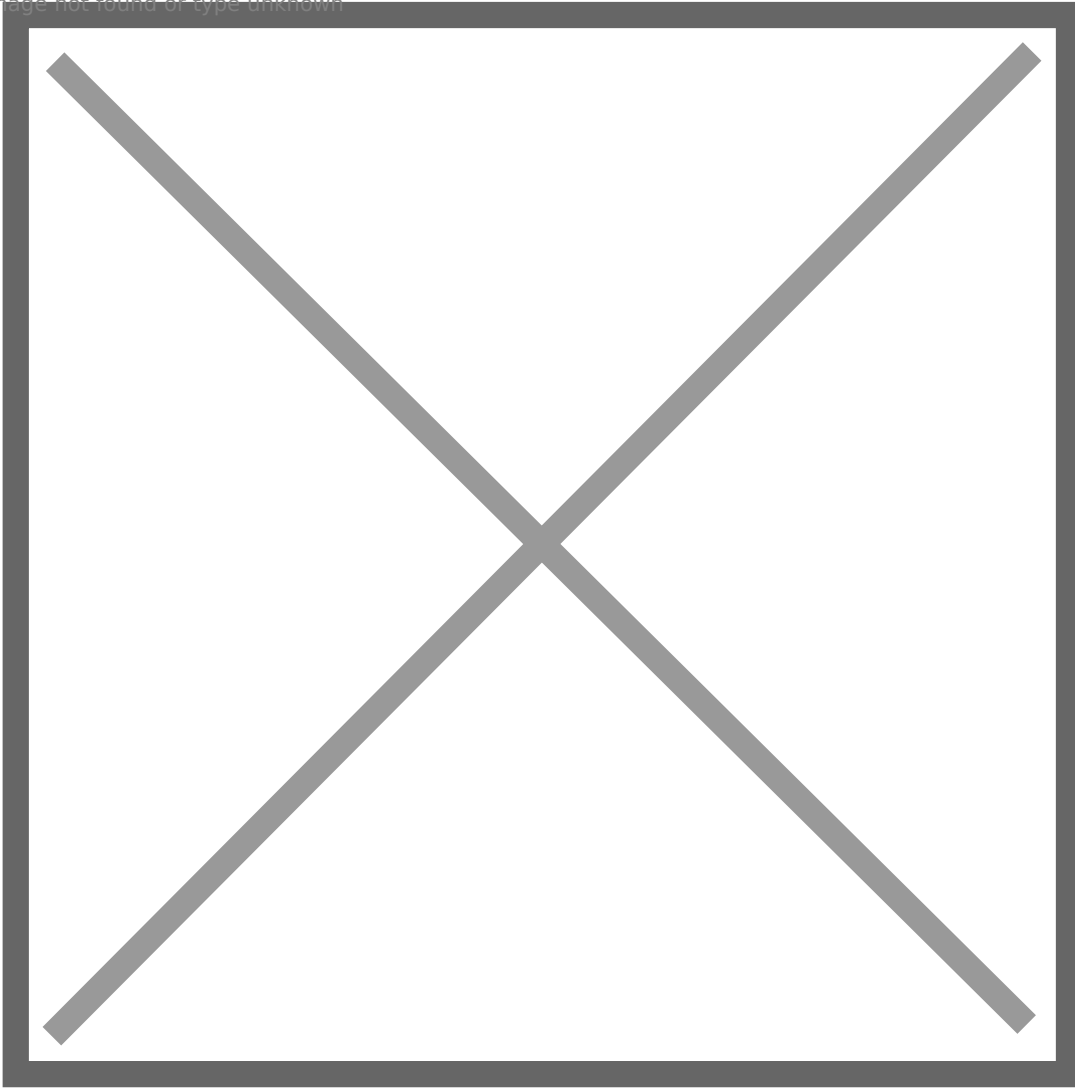
Only a 'superuser' can add and change users.

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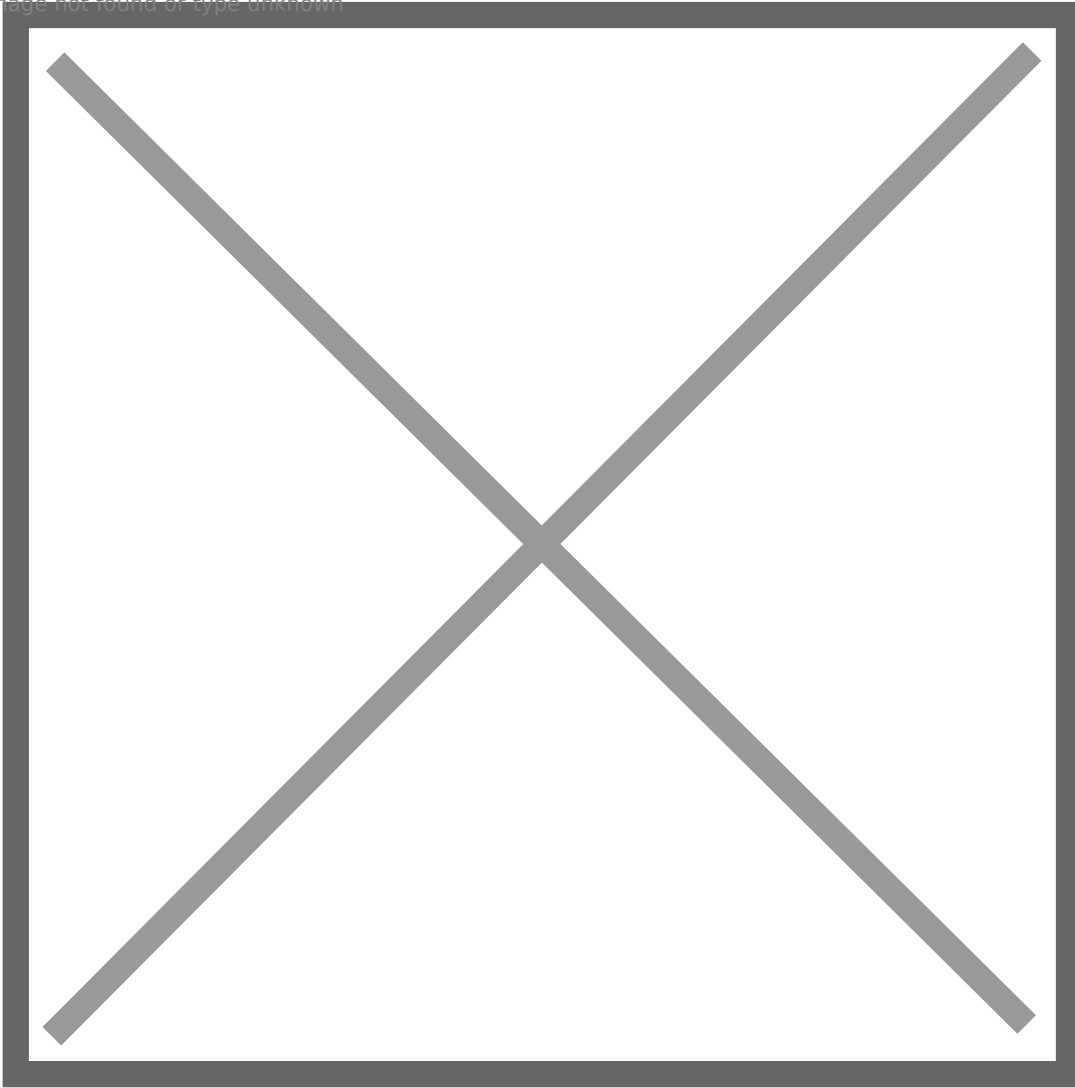
4. Enter the desired Username and Full Name, along with the appropriate email address.

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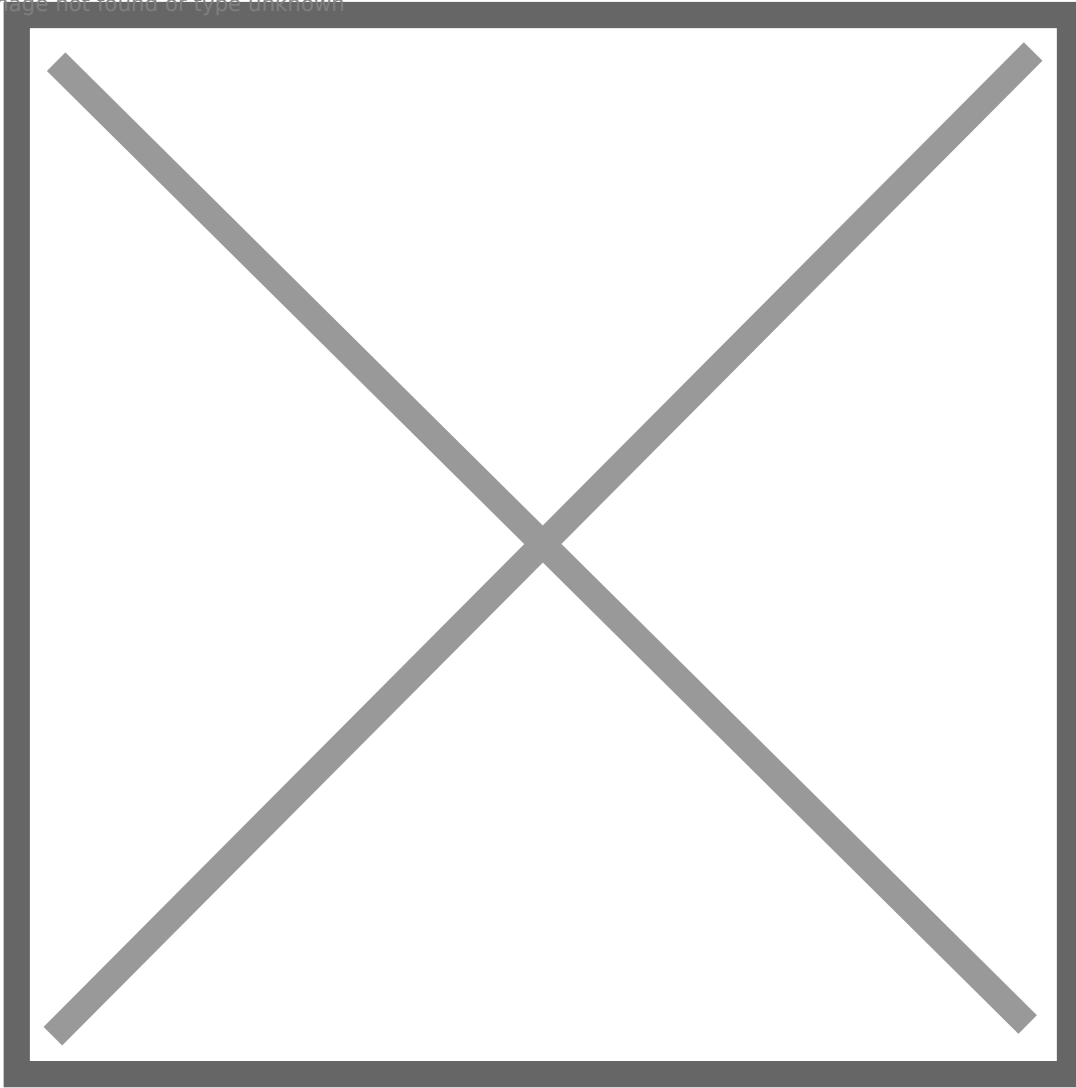
5. Select the appropriate User Type.

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6. Select the appropriate permissions.

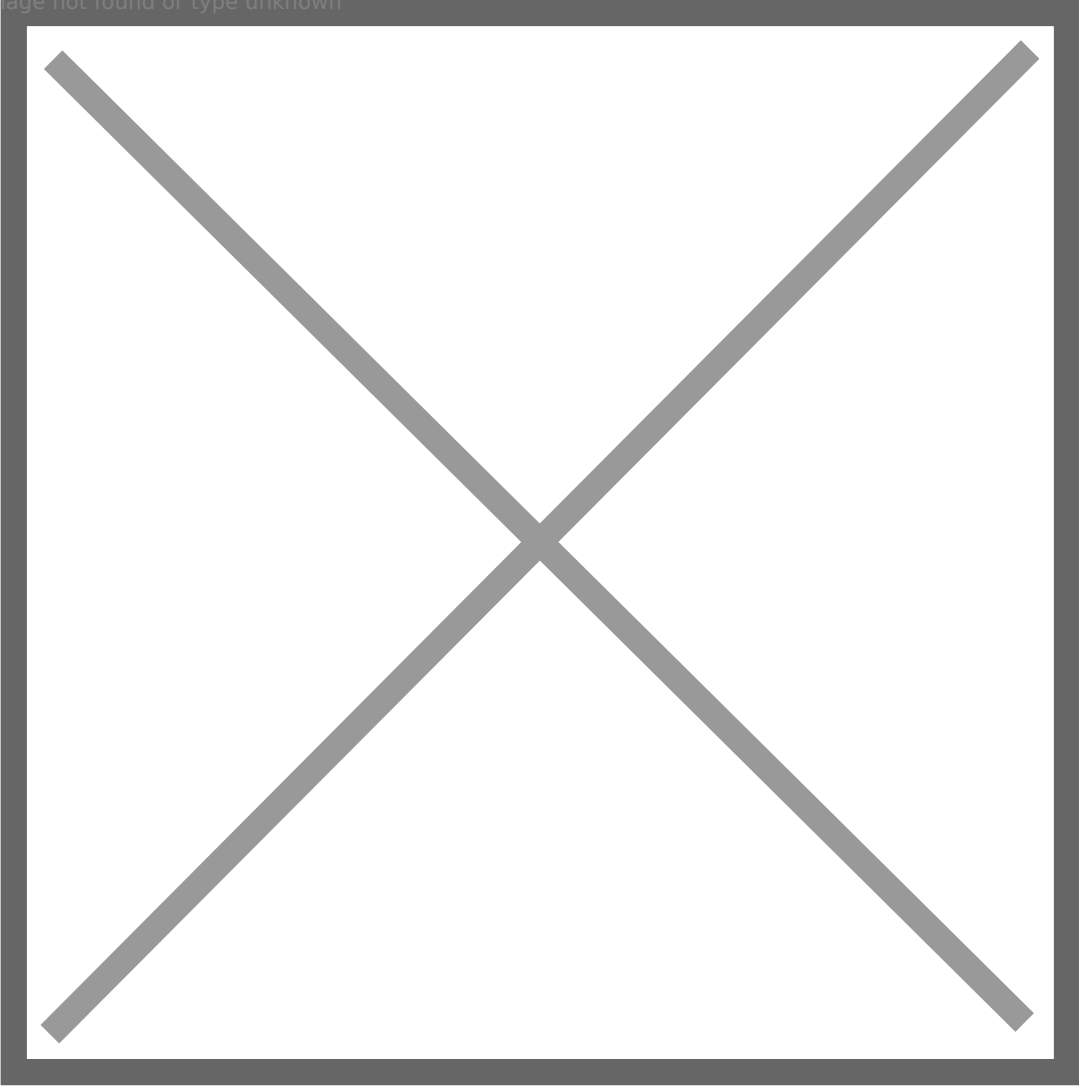
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7. Click the "Enabled?" toggle.

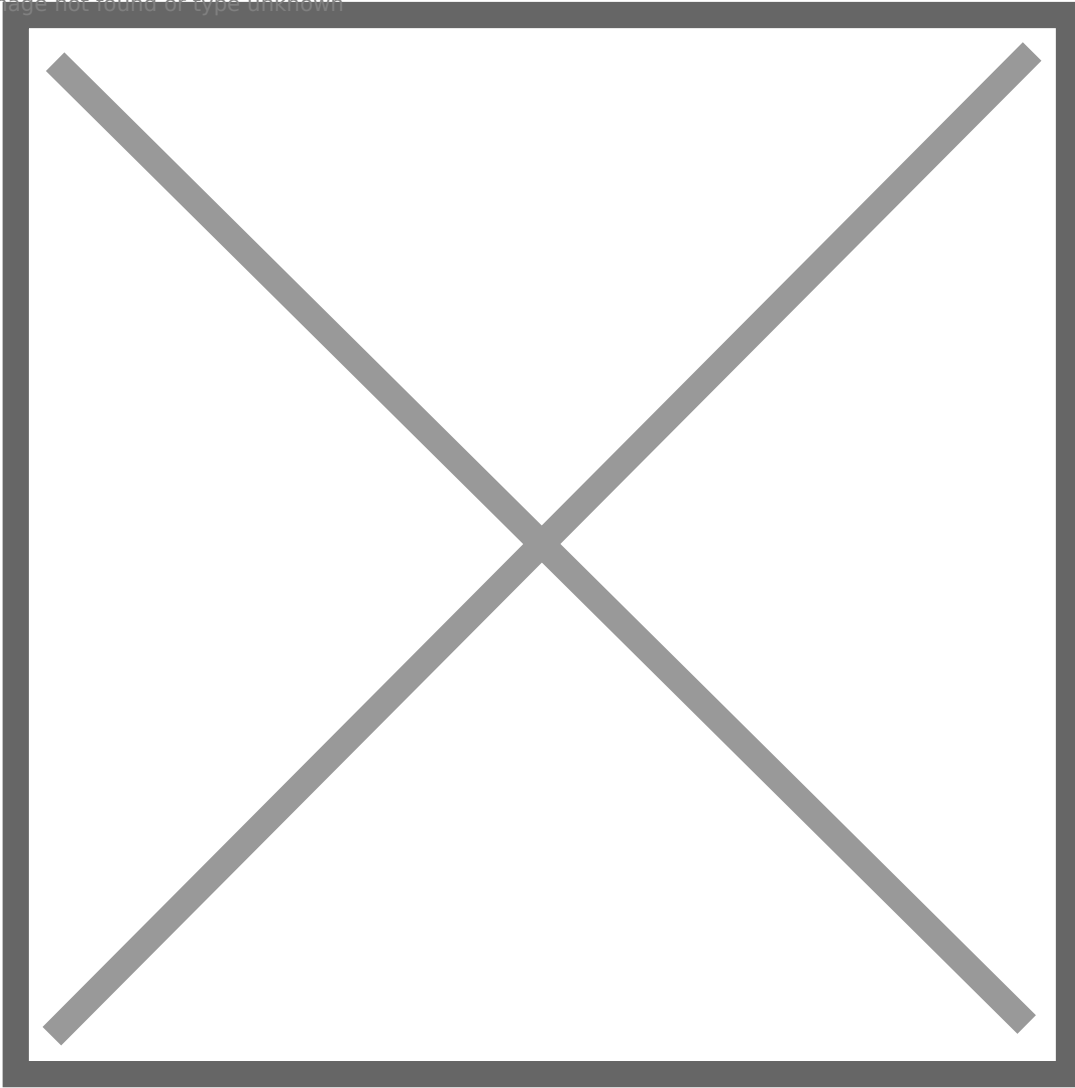
The "Enabled?" toggle is also useful if you wish to disable users

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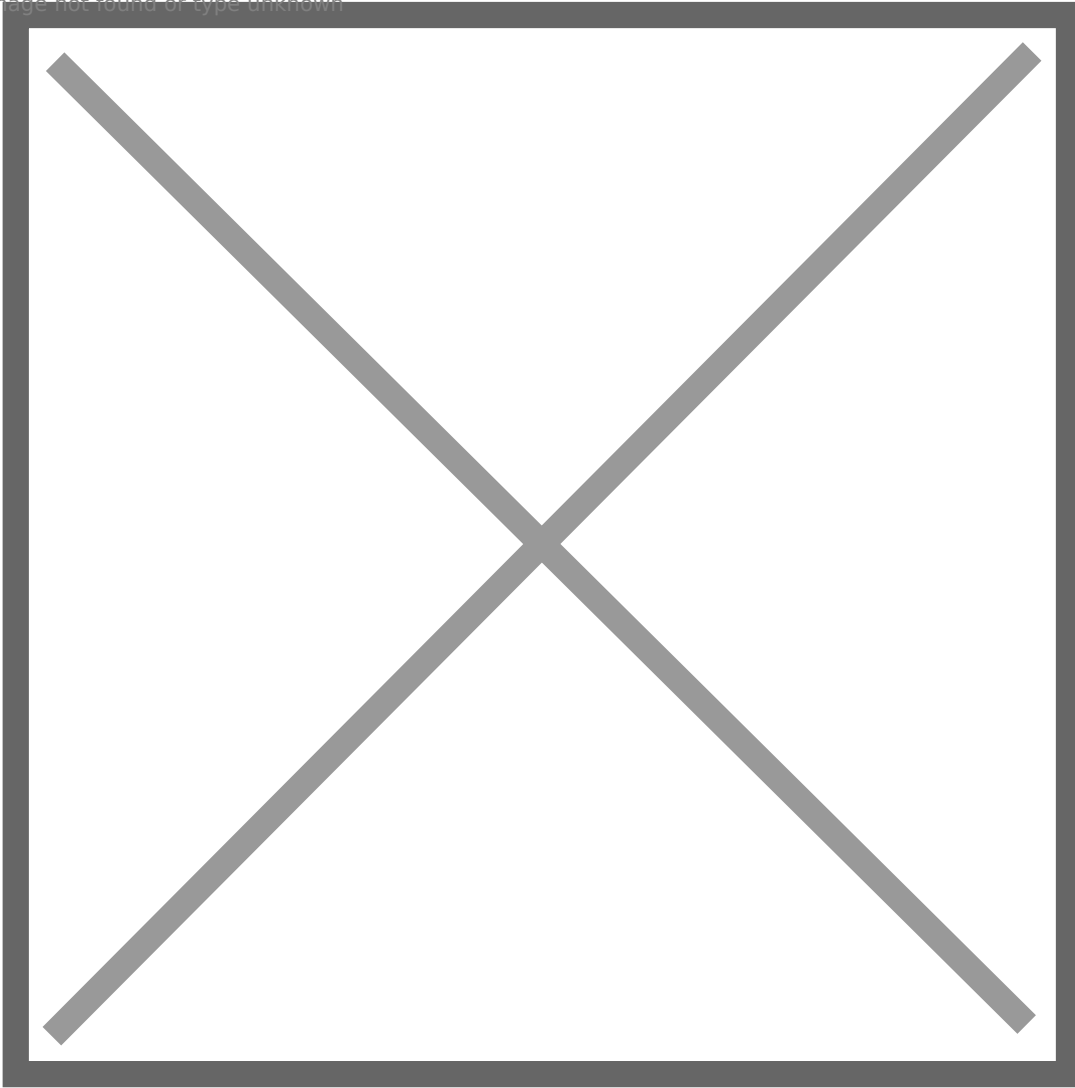
8. Create a new password.

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9. Click "Add" to create the new user.

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Revision #3

Created 3 December 2024 15:36:51 by Lee

Updated 6 December 2024 11:14:42 by Michael