



Setting up users

Users accessing your front page without logging on will be able to see a limited amount of the site but access to some features, particularly the interactive ones, is limited by the use of the User Management system. As an administrator you will be able to determine the level of other users logging on to your site.

Once someone has logged on and created a password-protected identity for using the Aardvark system, they will appear in the list of users in the User Management area with a default status of Level 1. The list records the first and second names they submitted, as well as their user name, alongside their allotted status, but not their passwords.

At this point you can raise a user's level of access by clicking on 'modify this record' (see below).

User Management

Admin Home
AARDVARK 50

User	First name	Last name	Status	
AARDVARK	Aardvark	Wisdom	50	Modify this record
ANYONE	New	User	1	Modify this record

Admin Home

User Record Modify - ANYONE

Admin Home - Select another user

First Name	<input type="text" value="New"/>
Last Name	<input type="text" value="User"/>
Status	<input type="text" value="4"/>
<input type="checkbox"/>	<input type="text" value="aardvark"/> Check box to set temporary password
<input type="checkbox"/>	Delete user
<input type="button" value="Update record"/>	

Admin Home - Select another user

If someone forgets their password, you will be able to set a temporary replacement password for them by checking the box.

You can upgrade their access, for example to Level 4 so that they can publish directly without review.

You can remove users from the system simply by checking the box.

Menu Editor

Also from the Site Admin menu you can go to Menu Editor, which you can use to establish permissions for different user-groups. Anyone who has logged on and got an ID can submit to publishing areas, but access to various features both of the main menu and the admin menu can be restricted.

Menu editor

Home

MAIN MENU		ADMIN MENU	
Menu entry	Current level	Menu entry	Level
Home page	1	Home	1
External links	1	Site Edit	6
Latest	1	Search engines	6
Contact us	1	Edit seasonal pics	6
Brainbuilders	2	Add seasonal pics	6
Slideshow	2	Clear deleted	6
Polling booth	2	Quote editor	6
Review articles	3	User Admin	10
Useful Downloads	6	Modify subjects	10
Site admin	6	Modify Groups	10
Add a Quote	6	Modify sub categories	10
		Menu editor	10
		Backup tables	10
		Database Admin	12

Advanced user help II: User admin

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