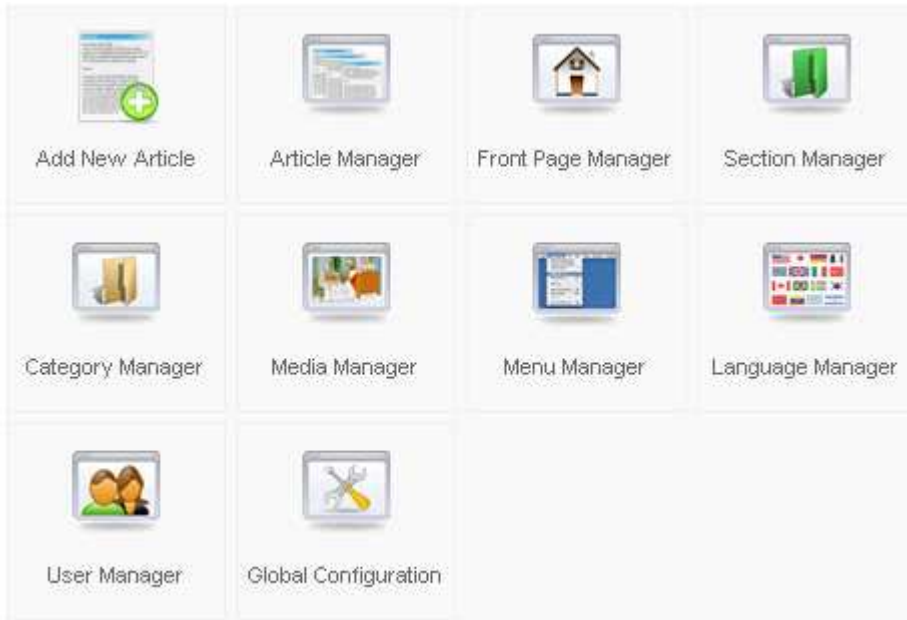


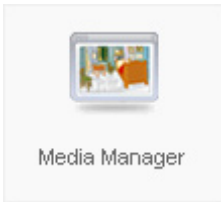
ADMINISTRATION



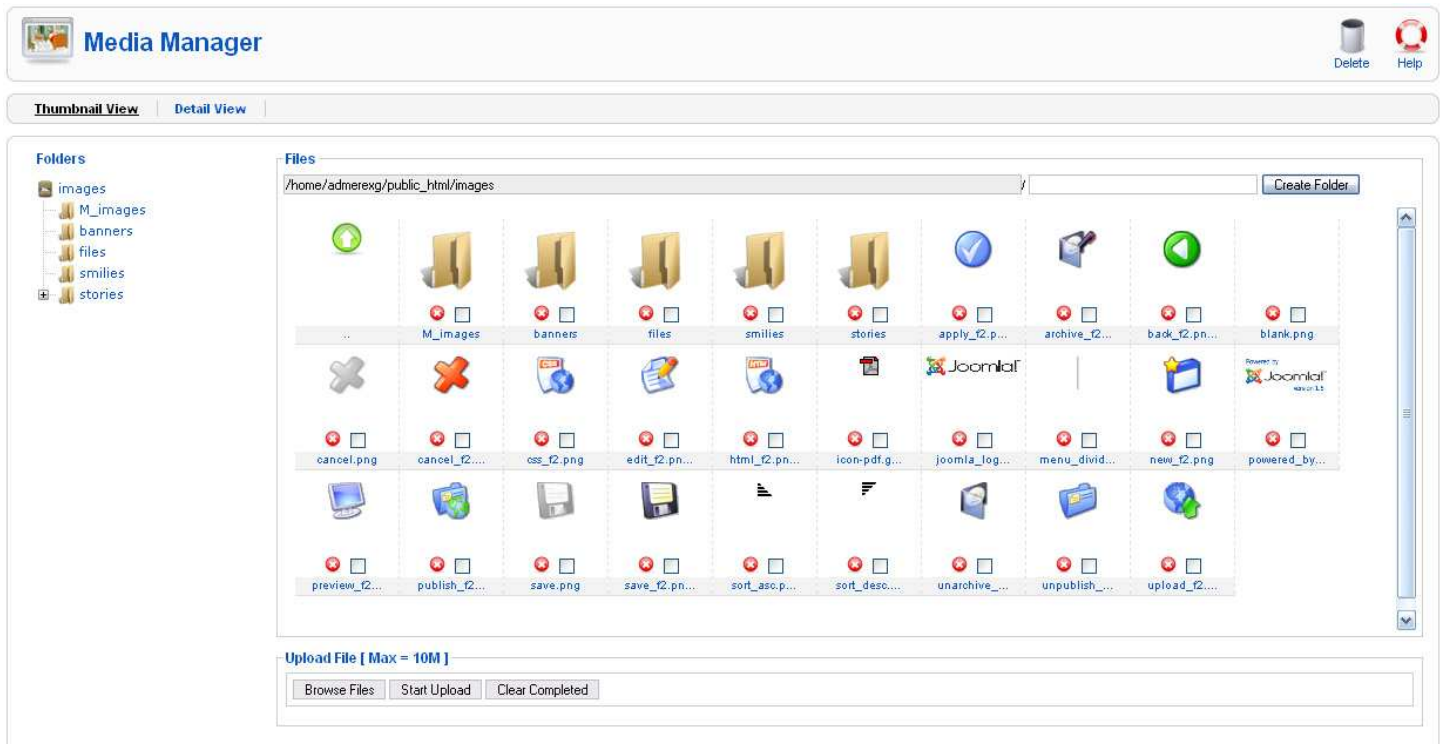
This document contains information and instructions for the following:

- Media Manager Page 2
- User Manager Page 3

MEDIA MANAGER



Allows you to view and upload all media files.



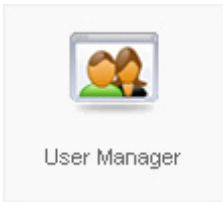
To Upload a file (image, pdf or other) simply:

1. Go to the destination folder, by clicking on a folder icon once.
If you are going to be adding this file to an article, the default access is set to the 'stories' folder, so you must put the file inside this folder. (You can create sub directories: see below.)
2. **Browse** to the file,
3. **Click Start Upload** (bottom left hand corner).

To Create a Sub Directory simply:

1. Type in the name of the folder where it says: **Create Directory**.
2. **Click Create** (Top Right Toolbar).

USER MANAGER



Allows you to view a list of all registered members to the site.

You are able to:

1. Give a registered member access to a **'User Editor'**.
2. Change their password.
3. Block a User.
4. View the date they last logged in.
5. View their Email Address.
6. Change a User's **Group**. **See Below**

Frontend users

Registered:

A registered user has no ability to create edit or publish content in the web site. They may submit new links for publication and they may have access to restricted content that is not available to guests.

Author:

Authors, can create content, signify certain aspects of how the content is to be displayed and specify the date for when the material should be published.

Editor:

An editor has all the abilities of an author plus the ability to edit content of their own articles as well as that of any other author.

Publisher:

Publishers can perform all the duties of authors and editors plus have the ability to actually publish an article.

Backend users

Manager:

A manager can be thought of as a publisher with access to the backend administrator's panel. Managers have access to all the content associated controls in the administrator panel but are not able to change templates, alter page layouts, or add or delete extensions admin functions. Managers also have no authority to add users or alter existing user profiles.

Administrator:

Administrators have a broader range of access than managers. In addition to all the content related activities that a manager can perform, administrators can add and delete extensions to the web site, change templates or alter page layouts and can even alter user profiles equal to their own permission levels or below. What they cannot do is edit the profiles of Super Administrator's or change certain global characteristics of the web site.

Super Administrator:

The Super Administrator has unrestricted abilities to perform all administrative functions inside of the website. Only Super Administrators have the ability to create new users with Super Administrator permissions or to assign Super Administrator permissions to existing users.