

Managing Website Users

Main Users Screen

The **Users** screen allows you to add, change, or delete your site's users. In addition, you can search for users, and you can make bulk changes and deletions to a selected group of users.

The main part of the **Users** screen displays a table of all the users listed by Username order.

The table of Users contains the following columns:

1. **[] check box** - Check this box if this user is to be affected by the Delete or Change User Role functions. There is also a checkbox in the column header to the left of the text Username which you can click to cause all Users to be checked.
2. **User Image** – Avatar for this particular user (if this functionality is enabled).
3. **Username** - The login of the User. To edit a User, click on the Username link, the **User Profile** screen will then display for you to make the necessary changes. Also note that if you hover the mouse anywhere over the whole row for a particular user, the Edit and Delete links will be made visible for use. The current logged in user will not have the Delete link revealed.
4. **Name** - The first and last names of the User (if entered).
5. **E-mail** - The User's e-mail address.
6. **Role** - The Role assigned to that User.

Search

At the top right of the main **Users** screen is a search box to help find users. Enter a string in the box and click the **Search Users** button. Any User that contains the search string in the Username, Name, E-mail, or Website fields will be displayed, by Role. You can then add, change, and delete those users. A "No matching users were found!" message will be displayed if no Users can be found that match the search string you entered.

Filtering Options

Just above the list of users are filter links to *All Users* and to links to Users belonging to the each of the various Roles. Clicking on one of those links, for example *Subscribers*, will display all the Users assigned the *Subscriber Role*. Click on *All Users* to again display all the Users in the list.

Using Selection, Actions, and Apply

Selection

Bulk Actions can be performed on one or more Users selected in the list. For Bulk Actions to be performed on multiple Users at once, they must be first **selected** via one of these methods:

- **Select one User at a time** - To select a User, the checkbox to the left of the User entry must be checked (clicked). It is possible to keep selecting more Users by checking their respective checkbox.
- **Select all Users in given list** - All Users in a given table can be selected by checking the checkbox in the list's title, or footer bar. Of course, unchecking the header or footer title bar checkbox will cause all entries in that Table to be unchecked (NOT selected).
- **Reverse Selection** - A Reverse Selection means checked items become unchecked, and unchecked items become checked. A Reverse Selection is accomplished by holding the Shift key on the keyboard and clicking the header or footer title bar checkbox.

Actions

Actions describe the process to be performed on selected Users. There are two styles of Actions that will be referred to as *Bulk Actions* and *Immediate Actions*. The following describes these Actions:

- **Bulk Actions** - These Actions can be performed on one or more selected Users at one time. Bulk Actions are available, when appropriate, as choices in the Bulk Actions pulldown box, above the Users list. The only Bulk Action available is Delete.
- **Immediate Actions** - Immediate Actions are performed immediately, on an individual User. Hovering the mouse cursor over the User row reveals the Edit or Delete options under the Username column, in that User row. Clicking on a Username Name will open the Edit User screen.

The available Actions are described below:

- **Edit** - This Immediate Action displays the Edit User screen. This Action can be initiated by click on the Username or clicking on the Edit option just below the Username.
- **Delete** - This Action deletes the User. See the *Delete Users* section for detail.

Apply

After one or more Users are *selected* and after a *Bulk Action* is specified, the **Apply** button performs the given Action on the selected Users.

- **Apply** - Click the Apply button to execute the Bulk Action, specified in the Actions pulldown, on the selected Users.

Delete Users

Available as both Bulk Action and an Immediate Action, the delete user capability is allowed on all but the current user (you cannot delete the user doing the deletion!). After the Delete action has begun, a Delete Users panel will display with a message "You have specified these users for deletion:" with a list of the Users you are deleting with the following question:

What should be done with posts and links owned by this user?

- **Delete all posts and links** - Check this radio button and click the Confirm Deletion button to delete the User(s) as well as any posts and links attributed to those User(s).

- **Attribute all posts and links to** - Check this radio button, select a User from the adjacent drop-down box, and click the Confirm Deletion button to attribute all the posts and links for the Deleted User(s) to the User you selected in the pulldown box. Upon successful completion of the deletion process, a splash message box near the top of the panel will display "x user(s) deleted".

Change Roles to

To the right of the Action pull-down box is the **Change role to** pull-down box. Select a Role, and all the Users that have been selected (checked), will be changed to that Role upon clicking the Change button. At successful completion of the changes, a splash box with the message "Changed roles." displays.

Adding New Users

The screenshot shows the 'Add New User' interface in a WordPress dashboard. The top navigation bar includes 'WordPress Site', 'Edit Users', 'Howdy, William | Log Out', and 'Help'. The left sidebar contains menu items like Dashboard, Posts, Media, Links, Pages, Comments, Appearance, Plugins, Users, Tools, and Settings. The main content area is titled 'Add New User' and contains the following fields and options:

- Username (required)**: Text input field.
- E-mail (required)**: Text input field.
- First Name**: Text input field.
- Last Name**: Text input field.
- Website**: Text input field.
- Password (twice, required)**: Two text input fields for password confirmation.
- Strength indicator**: A bar showing password strength, with a hint: "The password should be at least seven characters long. To make it stronger, use upper and lower case letters, numbers and symbols like ! " ? \$ % ^ & ;".
- Send Password?**: A checkbox labeled "Send this password to the new user by email." which is checked.
- Role**: A dropdown menu currently set to "Subscriber".
- Add User**: A blue button at the bottom of the form.

1. Click the **Add New** option under the main **Users** menu option OR the **Add New** button at the top of the main **Users** screen and complete the details as follows.
2. **Username (required)** - Enter the username of the new user here. This will also be used as the **Login** name of the new user.
3. **E-mail (required)** - Enter a valid e-mail address of the new user here. The e-mail address must be unique for each user. Any notification e-mails are sent to this e-mail address, e.g. forgotten password reminders.
4. **First Name** - Enter the first name of the new user here (optional).
5. **Last Name** - Enter the last name of the new user in this text box (optional).
6. **Website** - You may enter the new user's website URL in this text box (optional).
7. **Password (twice)** - Enter a password for the new user twice here, once in each text box.
8. **Strength Indicator** - This indicates if the password you entered is Very Weak, Weak, Medium, or Strong (displayed in green). The stronger the password the more secure the login. **Hint:** The password should be at least seven characters long. To make it stronger, use upper and lower case letters, numbers and symbols like ! " ? \$ % ^ & ;
9. **Send Password?** - Check the box to have the new user's password sent to the email address entered above.
10. **Role** - Select the desired *Role* for this User from the drop-down box.

11. **Add User** – Click to save the new user's information. If you don't click this button, the user will not be added. A message at the top of the panel will advise you that the new user has been added.

Editing Users

The **Users Profile** screen is accessible from both the main navigation menu under Users and by clicking on your name link at the top of the WordPress admin screen. Here you can specify a user's name and how it will be displayed on your site, their e-mail address (for administrative purposes), other personal information, and personal options as required.

The only pieces of information WordPress requires you to include in a User's Profile is an **e-mail address** and a **nickname**. It should be noted that WordPress requires email addresses only for the website's administration purposes. The email address is never sent to any other site (not even to the people at WordPress headquarters), and it is never displayed on the website (unless you put it there manually). Also, remember that each users' email address must be unique.

Remember to click **Update Profile** button to save the changes you have made to a User's Profile and Personal Options. After clicking this button you should see a splash message at the top of the screen saying *User Updated*. If you don't see that message, then your changes are not saved!

User Permissions (wpNamedUsers)

The **wpNamedUsers** plugin allows you to assign which users and/or groups of users can access specific areas of content in your website.

wpNamedUsers Groups

You can create and manage user groups to assist with managing content that is to be protected. Click the **wpNamedUsers Groups** menu option under the main **Settings** menu.

wpNamedUsers groups

Create group

Group name

Create group

Manage groups

To assign users to a group, select the group in the list of groups and then select the users that should be assigned to that group. Press "Update group members" to save.

If you want to check which users are assigned to a group, select the group in the list and press "Show group members".

Groups	Users
<div style="border: 1px solid #ccc; padding: 5px;"> <p>Admin Team</p> <p>VIP Members</p> </div>	<div style="border: 1px solid #ccc; padding: 5px;"> <p>admin (admin)</p> <p>tester01 (tester01)</p> <p>tester02 (tester02)</p> <p>webmaster (webmaster)</p> </div>

Default group

If you wish, you can choose a group, where every new user will be a member of.

Default group

Set default group

Create Group

To add a user group, simply enter a logical name for the group in the Group name field at the top of the screen. For example, you may wish to provide certain information to special users only and so you could create a group called VIP Members. Alternatively, you may wish to provide certain information to staff members only and so you could create a group called Staff Members.

Default Group

Once you have created one or more groups it is a good idea to assign a default group. This means that as soon as an account is created for a new user they will be automatically assigned the group selected here. This will save you time if the majority of your new members would always be assigned to this group. You can always change their group or assign them to other groups at any time. After selecting the default group, click the **Set default group** button to ensure the selection is saved.

[Manage Groups](#)

This is where you can assign users to one or more groups as well as see what members are assigned to selected groups.

Assign Users to a Group

1. Select the group in the Groups list.
2. Select one or more users from the Users list. **Hint:**
 - a. to select random users in the list, hold the Ctrl key down while you click on usernames. You can repeat this process on selected usernames to deselect random users.
 - b. to select a block of users, click on the first name in the block then hold the Shift key down while you click on the last name in the block of users you wish to select. All users between the first and last names you click will be selected. You can repeat this process to deselect a block of selected users.
3. Click the **Update group members** button to save.

View Group Users

To view which users are assigned to a group, select the group in the list and click the **Show group members** button. All users in the list that are assigned to the selected group will be highlighted, e.g. as shown in the screenshot above.

Delete Group(s)

To delete one or more groups, simply select each group you wish to delete and click the **Delete group** button. **Note** – this will not delete any users assigned to the selected groups.

Assigning Access Rights to Content

While editing the content of posts and/or pages you are able to set which users and/or groups will be allowed to view the content you are editing as follows:

1. In the **wpNamedUsers – Groups** section of the *Edit Post* or *Edit Page* screen, check the box to left of each group you wish to be able to view the content you are editing. Alternatively, uncheck the box for any groups you wish to prevent access to viewing the content of the current post/page.
2. In the **wpNamedUsers – Users** section of the *Edit Post* or *Edit Page* screen, check the box to left of each user you wish to be able to view the content you are editing. Alternatively, uncheck the box for any users you wish to prevent access to viewing the content of the current post/page.
3. Click the **Update** button to save all changes. **Note** – this will also save any changes made to your content.

If a user tries to access a page for which they have not been assigned access rights, a **Page Not Found** message will be displayed.

Please refer to the screenshot on the following page for an illustration of this function.

Edit Page

Member Discounts

Permalink: <http://dev2.webbasics.com.au/member-discounts> [Edit](#) [View Page](#)

Upload/Insert Visual HTML

egestas taucibus elementum. Aliquam mollis, metus viverra vehicula tringilla, est urna lacinia odio, in posuere neque velit vitae libero. Mauris a ullamcorper arcu. Sed vitae enim tortor. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Maecenas euismod tempor sodales. Pellentesque ligula eros, iaculis sit amet sodales quis, tempor et erat. Aenean id libero vel eros scelerisque ultrices quis vel leo. Duis nisi neque, suscipit vel semper eget, consequat eget dolor.

Path: p

Word count: 5 Draft saved at 5:15:49 am. Last edited by admin on July 7, 2010 at 6:07 am

wpNamedUsers - Groups

Select the groups that can access the content. If no groups or users are selected, the post / page will be public. Users with permissions to edit a post / page will be able to access the content even if they are not selected in the list.

- Admin Team
- VIP Members

wpNamedUsers - Users

Select the users that can access the content. If no users or groups are selected, the post / page will be public. Users with permissions to edit a post / page will be able to access the content even if they are not selected in the list.

- admin (admin)
- tester01 (tester01)
- tester02 (tester02)
- webmaster (webmaster)

Publi

Status

Visibili

Put

[Move](#)

Page

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[Set f](#)

wpNamedUsers Permissions

If required, you can manage user and group permissions for multiple posts and pages at one time. Click the **wpNamedUsers Permissions** option under the main **Settings** menu.

[Set Permissions](#)

You can grant access rights for multiple posts/pages to multiple users and/or groups as follows:

1. Select one or more posts from the Posts list.
2. Select one or more pages from the Pages list.
3. Select one or more users that you wish to grant access to for the posts and pages selected above.
4. Select one or more groups that you wish to grant access to for the posts and pages selected above.
5. Click the **Set Permissions** button. All selected users and groups will be assigned access rights to all the selected posts and pages.

Please refer to the screenshot on the following page for an illustration of these functions.

[Clear Permissions](#)

To clear all access rights for multiple users and/or groups, simply select the users and groups from the respective lists and click the **Clear Permissions** button.

[Copy Permissions](#)

You can quickly assign the same access rights of one user to another as follows:

1. Select the user you wish to copy permissions *from* in the **Source** droplist.
2. Select the user you wish to copy permissions *to* in the **Target user** droplist.
3. Click the **Copy permissions** button. The **Target** user will now have the exact same access rights as the **Source** user.

wpNamedUsers permissions

Set / Clear permissions

Posts	Pages	Users / Groups
	About Us Services Testimonials Member Discounts Member Downloads Contact Disclaimer Help Home Privacy Policy	admin (admin) tester01 (tester01) tester02 (tester02) webmaster (webmaster)
		Admin Team VIP Members

You can only set / clear permissions on posts / pages that you have the right to edit. If you want to clear all permissions for a specific user, you can login as administrator, select the user and click "Clear permissions".

Set permissions
Clear permissions

Copy permissions

Source user <input style="width: 90%;" type="text" value="tester01 (tester01)"/>	Target user <input style="width: 90%;" type="text" value="tester02 (tester02)"/>
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Copy permissions