



## User Manager

### What is the User Manager?

If you have Secure Pages, a Message Board or E-Mailer activated on your site the 'User Manager' saves you time, allowing you to administer all of your registered users in a central location. You can add, edit and delete user details, add a customised login message and manage passwords.

### Add a New User

1. Go to 'Library - User Manager' on the main menu.
2. Click on 'Click here to add a new user'.
3. Enter the contact details.
4. Go to the bottom of the page to the 'Services' section.
5. Select the options that you want to enable or disable for the user from the drop down menu/s.
6. Enter a username and password.
7. Click the submit button to save the changes.

Services	
Email Marketing:	<input type="text" value="Include the user with this service"/> ▾
Category:	<input type="text" value="None"/> ▾ <a href="#">Add / Edit / Remove a category</a>
Secure Pages:	<input type="text" value="Do NOT include the user with this service"/> ▾
Message Board:	<input type="text" value="Include the user with this service"/> ▾
Username:	<input type="text" value="username"/>
Password:	<input type="text" value="password"/>
<input type="button" value="Submit"/>	



### **Edit an Existing User**

1. Go to 'Library - User Manager' on the main menu.
2. Search for the user you want and click edit.
3. Edit the sections as required.
4. Click the submit button to save the changes.

### **Delete an Existing User**

1. Go to 'Library - User Manager' on the main menu.
2. Search for the user you want and click delete.
3. Click to confirm you want to delete the user.

### **Add a Custom Login Message**

1. Go to 'Library - User Manager' on the main menu
2. Click on 'Click here to add/edit/remove your login text'
3. Type your message into the text box.
4. Click the submit button to save the changes.

**User Manager - Login Text**

Please type in the initial text displayed to the user after they have logged in.