

User Manager

The User Manager tool, available from the Website Administration Main Menu, is used to control access to the Website Administration system. With this tool you are able to create login accounts for your reporters, as well as change settings (such as your username and password) for your own login account.

When you view the User Manager tool, your **Publisher** account will be listed, along with your publication's **Reporter** accounts. For security reasons, your publication's other Publisher accounts will not be shown.

Name	Password	Full Name	Access Type	Edit
<input type="text" value="journal"/>	<input type="password"/>	<input type="text" value="Jeremy Wells"/>	Publishers	<input type="button" value="Update"/> <input type="button" value="Delete"/>
<input type="text" value="reporter1"/>	<input type="password"/>	<input type="text" value="Frank Smith"/>	Reporters	<input type="button" value="Update"/> <input type="button" value="Delete"/>
<input type="text" value="reporter2"/>	<input type="password"/>	<input type="text" value="Anne Jones"/>	Reporters	<input type="button" value="Update"/> <input type="button" value="Delete"/>
<input type="text"/>	<input type="password"/>	<input type="text"/>	Reporter	<input type="button" value="Add User"/>

Account types:

The User Manager only allows the creation of new **Reporter** accounts. If you require a new **Publisher** account to be created, please contact an Our-Hometown representative at ops@our-hometown.com.

While Publisher accounts have access to the full Website Administration Main Menu, Reporter accounts only have access to the following tools:

Editor, Site Layout, E-Commerce, Create Issue

Adding an account:

To create a new Reporter account, enter the desired **name** (username), **password**, and **full name** (or a generic name such as "Sports Dept") in the three blank fields at the bottom of the list. Then, click **Add User**.

Editing an account's information:

Make desired changes to name, password or full name and click **Update**.

Deleting an account:

Click the **Delete** button next to the account you wish to delete. You will be asked to confirm the deletion, after which the account will be erased from the list. Be careful not to delete your own Publisher account, or you will no longer be able to access the Website Administration system!