

Fact Sheet 4 - My Organisation - Users & Groups

To establish users (people you wish to be able to edit your information on MySouthWest including your website) click on the green users tab within the My Organisation main tab. MySouthWest will already have set up at least one user for you.



The screenshot shows the MySouthWest Administration interface. The top navigation bar includes the MySouthWest logo, the word 'ADMINISTRATION', and the organization name 'Bunbury And Districts ACTORS'. The user is identified as 'bushy' with a 'Logout' link. Below the navigation bar are tabs for 'My Organisation', 'Directory', 'News', 'Events', 'Website', 'Shop', 'Banners', and 'Quotes'. Under 'My Organisation', there are sub-tabs for 'Overview', 'Details', 'Users', 'Groups', and 'Account'. The 'Users' sub-tab is selected, displaying a table with columns 'Users' and 'Member of...'. The table lists two users: 'bushy' (member of 'admin') and 'warren' (member of 'admin'). A '[New User]' link is also visible.

Changing a user's password: The first thing to do is to change the password on your account to make it more secure. You can then add more users as required. Click on your account by clicking on your name. You can edit all of the details relating to the user account here. For now, all we are going to do is change the password.



The screenshot shows the 'Update User' form in the MySouthWest Administration interface. The form fields are: Username: bushy, Password: test, Full Name: Bushy Mills, Email: bushymills@aic.com.au, and Groups: admin. There are 'Update' and 'Delete' buttons at the bottom of the form.

It should be complex enough to prevent someone from guessing it and yet easy enough to remember. Secure passwords should be at least 8 characters long and contain a mixture of capital letters, lower-case letters, numbers and special keyboard characters. For example, Shak3\$pear3

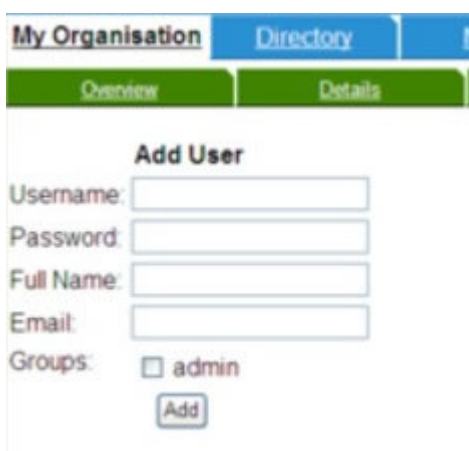
This takes the English word Shakespeare and replaces one s with a \$ and two of the e's with 3's. It is relatively easy to remember yet a truly complex password. Once you have replaced your password by clicking and deleting the old one and typing in the new one, click on update, acknowledge the message which tells you that the details have been updated and then click to go back to the users' page.

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Adding a new user:



Under My Organisations, Users, is a link for [New User]. To add a new user you click on that link.

A screenshot of the 'Add User' form in the MySouthWest Administration interface. The form includes input fields for 'Username:', 'Password:', 'Full Name:', and 'Email:'. Below these fields is a 'Groups:' section with a checkbox next to 'admin'. An 'Add' button is located at the bottom of the form.

Enter the details of who you want to be a user and click on add.

You will notice that there is a checkbox next to Groups: At present the only group available is admin.

Each user you create has to be assigned to a group which gives them rights to be able to do things on your website. Anyone who is a member of admin can do anything in your site. It is the most powerful group available and is the one that is created by default when your website is set up at first.

Of course if you do not want everyone to do everything then you can create your own groups and assign people to less 'powerful' groups. For now, just create the user, and assign them to admin. To create your own groups see later in this fact sheet.

In this example we have created a user called Ian, checked the admin box and clicked on Add.

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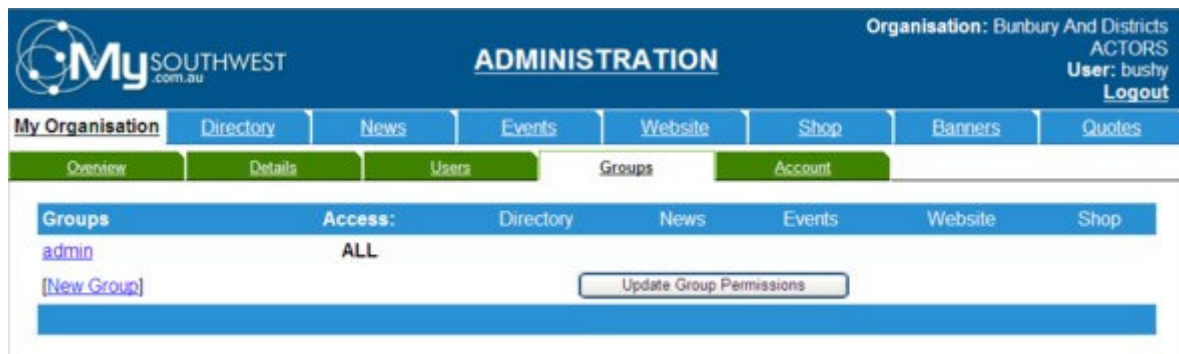
Adding groups:

All users on your website may be administrators, but you may wish to limit the privileges of some of them. To do this we use groups.



The screenshot shows the 'My Organisation' administration interface. At the top, there are navigation tabs: 'My Organisation', 'Directory', 'News', 'Events', 'Website', 'Shop', and 'Ba'. Below these are sub-tabs: 'Overview', 'Details', 'Users', 'Groups', and 'Account'. The 'Users' sub-tab is selected, displaying a table with two columns: 'Users' and 'Member of...'. The 'Users' column lists 'bushy', 'ian', 'warren', and '[New User]'. The 'Member of...' column lists 'admin' for each of the three existing users.

To create a separate group, click on the Groups tab.

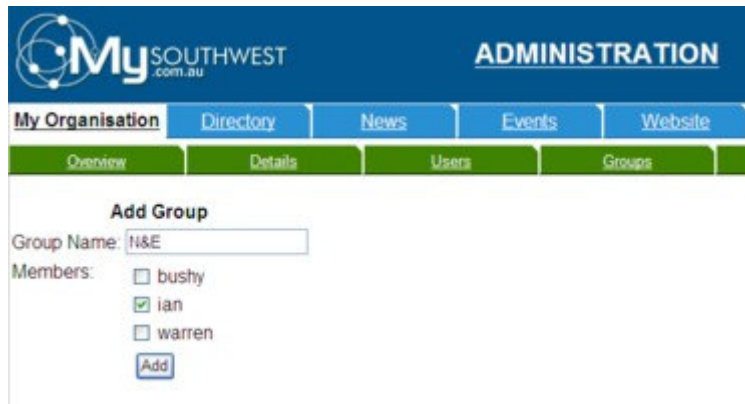


The screenshot shows the 'My Organisation' administration interface with the 'Groups' sub-tab selected. The top navigation is the same as in the previous screenshot. The 'Groups' sub-tab is selected, displaying a table with two columns: 'Groups' and 'Access:'. The 'Groups' column lists 'admin' and '[New Group]'. The 'Access:' column lists 'ALL'. There is a button labeled 'Update Group Permissions' at the bottom right of the table.

The first thing to notice is that there are 5 separate areas that users can access. Granting access to each one would allow the user to edit entries in the Directory, News, Events, Website and Shop. Granting access to all of them would nearly be the same as being a member of the admin group but they would not have access to the “My Organisation” tab.

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Click on [New Group]



The screenshot shows the 'Add Group' form in the MySouthWest Administration interface. The form has a blue header with the MySouthWest logo and the word 'ADMINISTRATION'. Below the header is a navigation bar with tabs for 'My Organisation', 'Directory', 'News', 'Events', and 'Website'. Underneath is a sub-navigation bar with tabs for 'Overview', 'Details', 'Users', and 'Groups'. The main content area is titled 'Add Group' and contains a 'Group Name' input field with 'N&E' entered. Below this is a 'Members' section with three checkboxes: 'bushy' (unchecked), 'ian' (checked), and 'warren' (unchecked). An 'Add' button is located at the bottom of the members list.

Give it a name (in this example, N&E), and add the member by clicking the box next to their name, then click on Add. On the next page click on Return to Group Page.

All that is left to do is to tick the areas that you want the group to access and click on update group permissions.



The screenshot shows the 'Groups' management page in the MySouthWest Administration interface. The page has a blue header with the MySouthWest logo and the word 'ADMINISTRATION'. Below the header is a navigation bar with tabs for 'My Organisation', 'Directory', 'News', 'Events', 'Website', 'Shop', 'Banners', and 'Quotes'. Underneath is a sub-navigation bar with tabs for 'Overview', 'Details', 'Users', 'Groups', and 'Account'. The main content area is titled 'Groups' and contains a table with columns for 'Groups', 'Access:', 'Directory', 'News', 'Events', 'Website', and 'Shop'. The table has three rows: 'N&E', 'admin', and '[New Group]'. The 'N&E' row has checkboxes for 'Directory', 'News', 'Events', 'Website', and 'Shop'. The 'admin' row has the text 'ALL' in the 'Access:' column. The '[New Group]' row has a 'Update Group Permissions' button. The page also shows the user's name 'bushy' and a 'Logout' link in the top right corner.

Having changed what a particular group can access you need to add users to that group.

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Adding users to groups:

Click onto the Users tab.



Then click the name of the user you want to change.



In this example, by un-checking the box next to admin, and clicking **update**, Ian would no longer have full access rights.