



Permissions and Sharing

Beware! You can easily shut yourself out of your site if you change who is an administrator in 'Permissions and Sharing'. Unless you want a member to edit just one particular page it is best to use 'Members admin'.

Introduction

When adding new people as members of your website Members Admin is the best one to use. You can let them remain as members or become administrators from here.

If you change the permissions in '**Permissions and Sharing**' this will override the Members Admin - eg if you remove the administrator status from the website administrators groups you will no longer have administrator rights in Members admin, even if that indicates to the contrary.

The only time you need to use the '**Permissions and Sharing**' facility is when you wish to make a person an administrator of a particular page. Users have to be a member of your site.

Note: Do not amend any permissions relating to the groups of [Your Site Name] Community Administrators. If individuals are administrators, even for only the standard or customised page, make sure this is what you want to do, as this will override anything in Members Admin for that page.

Standard Pages

The easiest way is as follows:

- Click '**Manage Website**'
- Choose '**Use standard pages**'
- Scroll down and find the particular page you need
- Click the '**Permissions**' option
- Click '**Add user**'
- In the list on the next page check the particular name of the user and click '**Add**'
- Check the boxes to grant the user the appropriate permissions

Customised pages – ie the pages you create

- Choose the specific page in navigation menu
- Click **'Edit this page'**
- Click **'Permissions'** tab at the top of the page
- Click **'Add User'** and check appropriate boxes or change the permissions on an existing user
- Click **'Do not inherit permissions from [Your Site Name] community'** - so that the permissions granted to them are restricted to that page only

Note: This facility is not available for the Homepage which is created for you from the input into the Organisation form when you first apply for a site.

Private Area

When it is first set up the permissions are the same as the main site. To make it a truly private area you need to set permissions separately to restrict it to those chosen to read and / or edit all or parts of it. Permissions set in this area do not feed back to your main site.

- Choose **'Permissions and Sharing'**
- Select the group you are interested in
- Uncheck/check permissions as appropriate

Caution: again, if you uncheck any of the administrator groups you could shut yourself out of this part of the site. However, you can uncheck the general public and / or registered members and invite specific people to become members of your Private Area. They must be registered members. Make sure 'Private Area Members' is checked at least for them to be able to read this area or they will be denied access.

To invite them just follow the same main site procedure in **'Members Admin'**

You can reach the Help Desk on: **01245 436559** or via email support@essexinfo.net

