

System Admin Reference Guide

Permissions

- Front-End Groups are for **viewing**; Back-End Groups are for **editing**
- 4 Steps to Permission Set-Up:
 1. Group Administration Module:
 - Create Back-End (or Front-End) Groups as needed
 2. User Administration:
 - Add existing Users to the appropriate Back-End (or Front-End) Group
 3. Page Permissions:
 - Grant the appropriate Groups access to edit each page in the Live Edit Toolbar's Properties Tab
 - The letters V, A, P, and O correspond to permission levels (V = Viewer, O = Owner, P = Publisher, A = Author). If multiple groups need varying editing permissions on each page, make sure to check different permission boxes for each group:
 - "Save and Push Down" applies the same permissions from the current page you are on to **all** its subpages
 - "Save Page Changes" sets the permissions to **only** that page (not subpages)
 4. Module Permissions:
 - Grant the appropriate Groups access to Module Categories
 - Generally, avoid using the "Permissions" tab at the top of the Module. Instead, go to the Category's properties. The "Permissions" tab applies the same permissions for all categories in the module, while the Category properties enable differing permissions for various departments.

V	A	P	O	Group Name
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Guest
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Assessor - Author
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Assessor - Owner
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Assessor - Publisher
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Auditor - Author
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Auditor - Owner

Authors

- Can create or edit unpublished content within assigned pages or categories
- Cannot publish or delete a page or category
- Must submit all work for approval

Publishers

- Can create, edit, publish, unpublish, or delete content within assigned pages or categories
- Can approve an Author's work
- Cannot delete pages or categories

Owners

- Serves as a mini-system administrator for a specific area of the website
- Can assign permissions to Users, Groups, Pages, Modules, or Categories within assigned Pages or Modules
- Can do anything a publisher can do

System Administrators

- By default, System Administrators have permissions to everything on the site
- Can approve author's work, but will **not** be notified about submissions via email

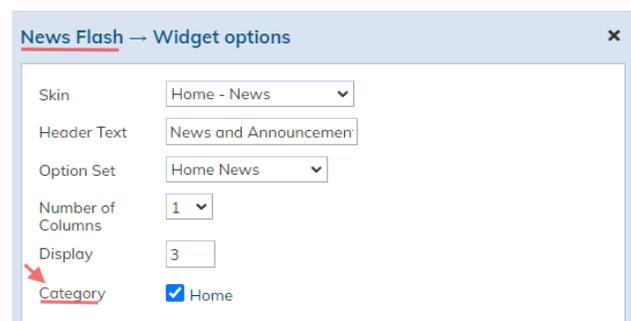
Homepage Management

- There are 3 types of Page layouts: Homepage, Simple Pages (this layout is seen on front-end Module pages), and Interior Pages
 - Each page layout has a different banner gallery. Adjust your banner images through the Live Edit Toolbar's Layout Tab

- To identify where information is stored: click the widget's "Widget Options" button. If Categories are listed, the information is stored in a Module.



- For example, this is a News Flash Widget, meaning it is pulling from the News Flash Module, and it is displaying information in the "Home" Category. To affect the displayed information, a back-end user would navigate to the News Flash Module and modify items in the "Home" Category.



- If you cannot edit a homepage widget, click any lock and select "Go to Home Layout Page" (do not click "Stop Inheritance"). The widget will then be editable.
- To access site management tools like searches, redirects, and more, click "Modules" in your administrative toolbar, then click "Site Tools."
- Footer information can be updated through the Info Advanced or Quick Links module.