

VFW Post 12196 Web Site Instruction

How to maintain USERS on website

4/23/21

PURPOSE: This instruction is to be used to add new USERS to the website. Any users added as ADMINISTRATORS have powerful privileges. Access to these accounts needs to be VERY LIMITED!

ASSUMPTIONS:

- Only a person with ADMINISTRATOR privileges can maintain users
- There are three types of users:
 - o ADMINISTRATORS: Used to maintain the system
 - o AUTHOR: An author has their name associated with a NEWS article. Such as the Public Affairs Officer or the Commander. An author may or may not be the person who actually enters the News post. The Admin can assign the author name that will appear when the News Post is displayed
 - o CONTRIBUTOR: A person who can submit content and articles

Note: Authors and Contributors seem to have the same privileges. They can submit content and do some editing but, the editor that comes up is not the full blown system editor. (Don't know why). So it's best to let an ADMIN account do any editing. Like, when you have to edit Meeting Agendas.

Suggest the following:

ADMINISTRATOR: Reserved for Webmaster (and maybe Adjutant)

CONTRIBUTOR: Assign to the PAO or whomever is submitting content

AUTHOR: Does not necessarily need to be able to sign on. Needs to have the author photo (thumbnail pic) and their full first and last names. Main purpose is to associate an author with a news story.

BEFORE YOU START:

PROCESS:

1. Log onto the ADMINISTRATION page
2. Click on MAINTAIN USERS link. This will bring up the WordPress dashboard and display all current USERS in the system.
3. You can edit a user to do one of the following:
 - a. Change their email address
 - b. Change their photo
 - c. Change their password for them

- d. Change name and how it is displayed
 - e. Change BIO info (if we decide to use this)
 - f. Change their role (Dangerous!)
4. Be sure to click UPDATE USER after making any changes

CURRENT USERS

USER	PERMISSIONS	PURPOSE
Allforyoumaster	Administrator	This is Dodge's master account for the system. DO NOT CHANGE!
GeraldDecker	Author	Used to associate name with a news article
VFW-ADMIN	Administrator	To be used by the Post webmaster to maintain the system or by Dodge to maintain
CONTRIBUTOR	CONTRIBUTOR	Generic ID used to submit contest. Used for testing system. Could be used by PAO?