

## Set User Permissions Instructions - for a category of articles

User Permissions is a group available to users, generally admins.

To create a new group (permissions are not set up yet), navigate to Users  $\rightarrow$  Groups

Site Users Menus Content Components Extensions Help	aligned Wisitors	🕹 4 Admins	0	Uiew Site	U Log out
Add New Group Add New Group Access Levels		New	Edit	Delete	Help
Users User Groups Viewing Access Levels					
Search User Groups Search Clear					

Check to be sure whether or not group already exists under the ideal or related name. If not create new group. Group Parent = Public

User Ma	nager: Add	New User Grou	0	V	H	H3	8	1
<b>S</b>				Save	Save & Close	Save & New	Cancel	He
Lines Group Dataila								
Oser Group Details								
Group Title *								

Save & Close

Navigate to Category Manager (for articles)

Site Users Menus	Content Components Extensions Help	🕹 0 Visitors 🔌 4 Admins 🛛 🖻 0 📰 View Site 🏮 Log out
User	Article Manager  Category Manager  Featured Articles  Media Manager	Image: NewImage: EditImage: EditImage: EditNewEditDeleteHelp
Users User Gro	ups Viewing Access Levels	
Search User Groups	Search Clear	



Find respective top-most parent category to apply permissions to. Will use Canonical Affairs for an example.

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New	Edit	<b>O</b> Unpublish	Archive Tras	h Rebuild	Options	Help
	- Select Max Levels -	✓ - Selec	Status - 🗸 - Select	Access - 🗸 🖂	Select Language -	- ~
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## Click title of category to edit.

Scroll to Category Permissions under description. Expand area for respective group. Change five dropdowns from Inherited to Allowed.

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Image 🗾 Document 🇾 Article 🗔 Toggle e	aditor	
Category Permissions		
anage the permission settings for the user groups below. Se	ee notes at the bottom.	
▶ ⊢ Admin		
- Basic Editor		
Easic Editor     Easic Editor     Easic Editor		
	Select New Setting <sup>1</sup>	Calculated Setting <sup>2</sup>
	Select New Setting <sup>1</sup>	Calculated Setting <sup>2</sup>
	Select New Setting <sup>1</sup>	Calculated Setting <sup>2</sup>
	Select New Setting <sup>1</sup> Allowed Allowed Allowed Allowed	Calculated Setting <sup>2</sup> Allowed Allowed Allowed Allowed
	Select New Setting 1 Allowed	Calculated Setting <sup>2</sup> Allowed Allowed Allowed Allowed Allowed Allowed
	Select New Setting <sup>1</sup> Allowed  Allowed	Calculated Setting <sup>2</sup> Allowed  Allowed  Allowed  Allowed  Allowed  Allowed  Allowed  Allowed

## \*\*\*NOTE

▶  - Web-Links
If you change the setting, it will apply to this and all child categories. Note that:
nherited means that the permissions from the parent category will be used if there is a parent category or those from the component if there is no parent category.
Denied means that no matter what the parent category setting is, the group being edited cannot take this action within this category.
Wowed means that the group being edited will be able to take this action within this category (but if this is in conflict with the parent category setting or the component setting it will have no impact; a conflict will be indicated by Not Allowed (Locked) under Calculated Settings).
. If you select a new setting, click Save to refresh the calculated settings.

Save & Close Assign group to respective user(s)