



Making Changes to Users



Administrators on Widgit Online group accounts can make changes to all group members. **Managers** can do the same for their own **Users**. All these changes are made within the **Group Settings** area of the account.

Edit a User

1. To edit a user, click on their **name** in the user list.

<u>Name</u>	<u>Publish</u>	<u>Own Docs</u>	<u>Manager</u>	<u>Email</u>	<u>Creation Date</u>	<u>Make Manager</u>
fred	✓	✓	Brian		22 May 2018	
James A	✓	✓	None		01 Apr 2014	

2. You can then see and edit all their details, including resetting their password.

Edit User

Email

Email address is optional for Users and Managers

Display Name

Username

Letters and numbers only, no spaces

New password

Leave blank to keep unchanged

New password confirmation

Telephone

Telephone is optional

Permissions

- Has their own 'My Documents' folder
- Can publish documents
- Can change their own email address

3. To save changes click the Update button.



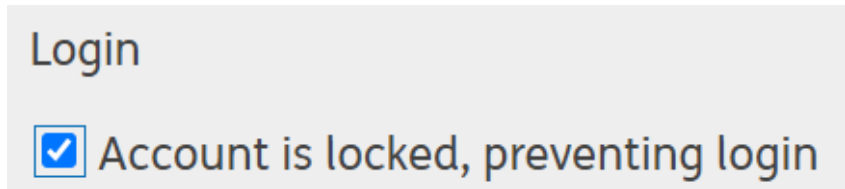
⚠ WARNING: The username is part of the User's public web address. If you change the username, the address of all of their pages will change. So, if they have sent a link to anyone or published it on another website, these links will stop working.

Locking Accounts

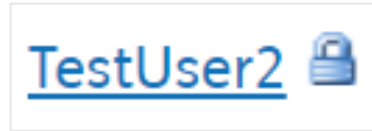
You can lock a User's account. This prevents the User from logging into Widgit Online. This could be useful, for example, if a user has been writing inappropriate content.

To Lock a User:

- Click to edit, as in steps 1 and 2.
- In the Login field, tick the **Account is locked, preventing login** checkbox.

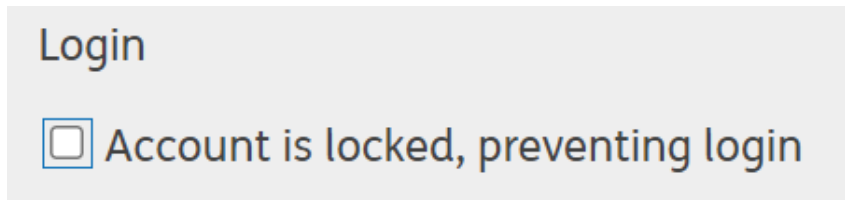


When a User is locked, you will see a blue padlock icon next to their name in the user list.



To Unlock a User:

- Untick the **Account is locked, preventing login** checkbox. Once a User's account is unlocked, they can log into Widgit Online with the same username and password as before.



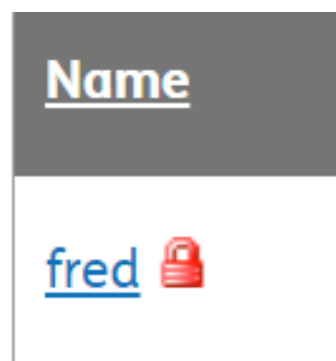
To save changes click the Update button.



Locked by Widgit

Widgit monitors the images that are uploaded to Widgit Online. If inappropriate images are detected, or there is a serious problem with a user in an account then the user will be locked. This is indicated by a red padlock icon.


If a user account has been locked, Widgit will contact the User or the group's Administrator.



Changing Roles


You can change the role of any user in the group. All changes can be made through Settings / Group Settings. **Note:** Only Administrators can change user roles.

Change Manager to Administrator by:

- Clicking the  **Make Admin** icon in the Managers list.
or
- Editing the Manager and selecting 'admin' from the 'Role' drop-down.


Note: You will need to add an email address before they can be changed into an Administrator.

Change Administrator to Manager by:

- Clicking the  **Unmake Admin** icon in the Administrators list.
or
- Editing the Administrator and selecting 'manager' from the 'Role' drop-down.

Note: You cannot do this if there is only one Administrator, and you cannot change your own user role.

Change User to Manager by:

- Clicking the  **Make Manager** icon in the Users list.
or
- Editing the User and selecting 'manager' from the 'Role' drop-down.

Note: You then have to edit the Manager to set a User Limit.

Change Manager to User by:

- Editing the Manager and selecting 'user' from the 'Role' drop-down.

Note: You cannot change a Manager that has Users assigned to them. You must reallocate the Users before you can change the Manager into a User.

Reallocate Users

You can reallocate users from one Manager or Administrator to another. This can be useful for example, when students move class at the end of a year.

You can **reallocate all users** or you can **reallocate individual users**.

To Reallocate by Manager or Administrator:

- Click on the **reallocate** link in the Manager's or Administrator's list to bring up a list of all of their Users. You can use the drop-down options to select a new Manager for individual Users, or use the **Reallocate all** option.

To Reallocate by User:

- Click on the User's **name** in the Users list. Then in the **Manager** field, select a new Manager from the drop-down.