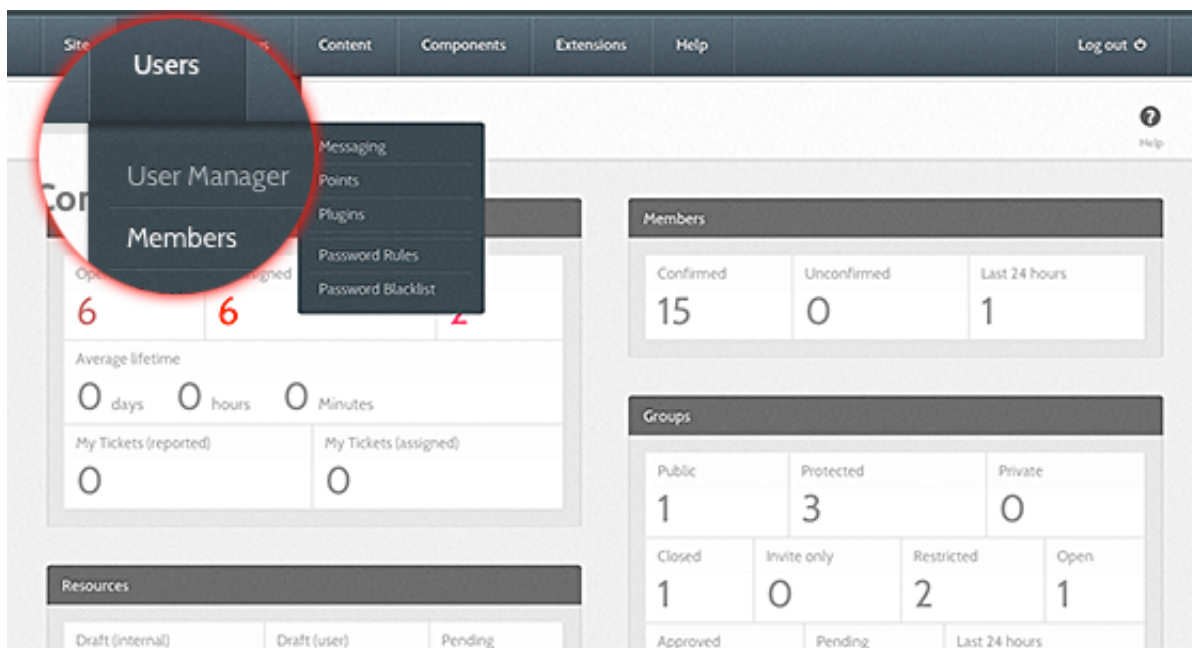


## Editing

### Overview

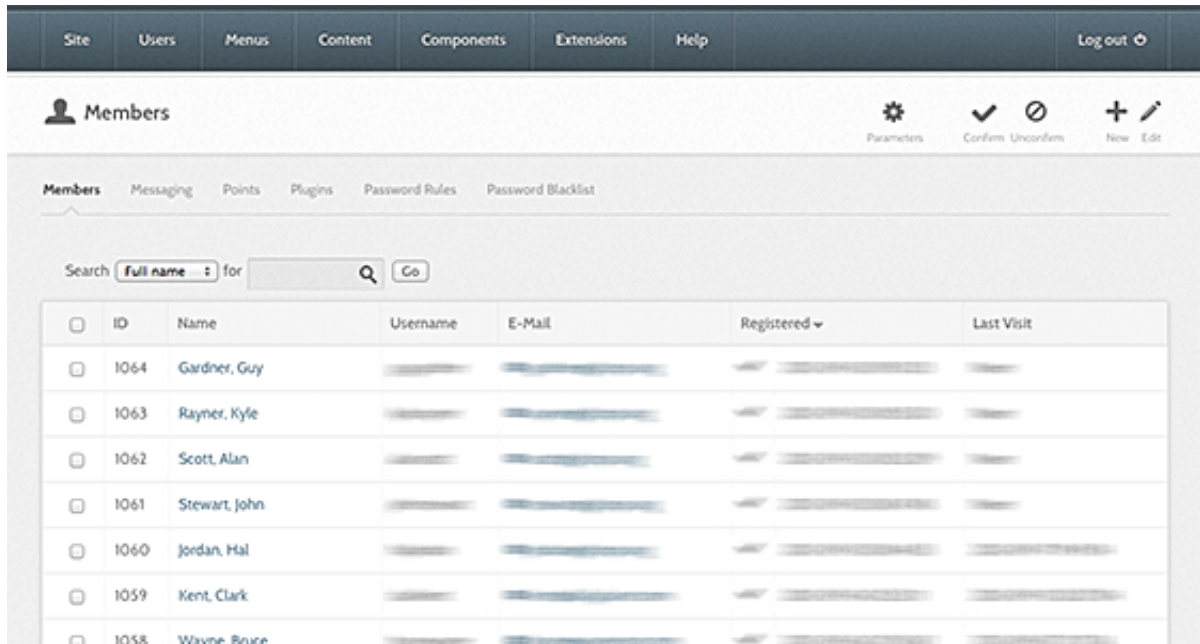
**Note:** Editing of users is done through the HUBzero Members Manager component, **not** the standard Joomla! User manager. Any changes made via the Members Manager will also be reflected in the Joomla! User tables. Making changes with the Joomla! User Manager can lead to data becoming out of sync.

1. First login to the administrative back-end.
2. Once logged in, find “Components” in the main menu bar located toward the top of the page. You should be presented with a drop-down menu containing a list of all installed components.
3. Choose “Members” from the available options.



4. You should now be presented with a list of all the members on your site. There are a variety of methods to find the specific person you wish to edit: you can search by such fields as name, email, and ID number. You may also scroll to the bottom of the page and navigate your way through the entire list. Once found, click the person's name to edit their information.

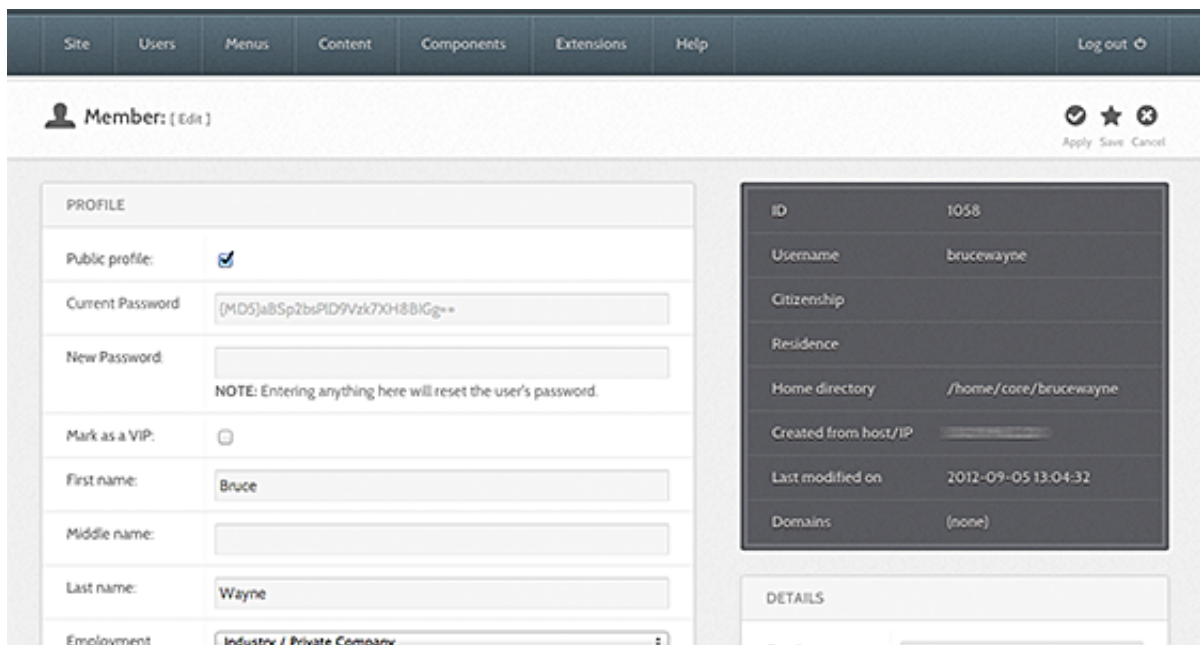
## EDITING



The screenshot shows the 'Members' management interface. At the top, there is a navigation bar with links for Site, Users, Menus, Content, Components, Extensions, Help, and Log out. Below the navigation bar, the 'Members' section is active, with sub-links for Messaging, Points, Plugins, Password Rules, and Password Blacklist. A search bar is present with the text 'Search full name for' and a 'Go' button. Below the search bar is a table listing members with columns for ID, Name, Username, E-Mail, Registered, and Last Visit. The table contains the following data:

ID	Name	Username	E-Mail	Registered	Last Visit
1064	Gardner, Guy				
1063	Rayner, Kyle				
1062	Scott, Alan				
1061	Stewart, John				
1060	Jordan, Hal				
1059	Kent, Clark				
1058	Wayne, Bruce				

5. You may then edit their name, organization, employment status, etc.



The screenshot shows the 'Member: [Edit]' interface. At the top, there is a navigation bar with links for Site, Users, Menus, Content, Components, Extensions, Help, and Log out. Below the navigation bar, the 'Member: [Edit]' section is active, with sub-links for Apply, Save, and Cancel. The interface is divided into two main sections: 'PROFILE' and 'DETAILS'. The 'PROFILE' section contains the following fields:

- Public profile:
- Current Password: (MDS)al8Sp2bsPID9Vzk7XH8BIg+\*
- New Password: [Empty field]
- NOTE: Entering anything here will reset the user's password.
- Mark as a VIP:
- First name: Bruce
- Middle name: [Empty field]
- Last name: Wayne
- Employment: Industry / Private Company

The 'DETAILS' section contains the following fields:

- ID: 1058
- Username: brucewayne
- Citizenship: [Empty field]
- Residence: [Empty field]
- Home directory: /home/core/brucewayne
- Created from host/IP: [Empty field]
- Last modified on: 2012-09-05 13:04:32
- Domains: (none)

6. Once you feel ready to save your changes, scroll back to the top of the page and click "Save" (the icon that looks like a floppy disk) in the upper right portion of the page.

The screenshot shows the Joomla! user profile editing interface. The top navigation bar includes Site, Users, Menus, Content, Components, Extensions, Help, and Log out. A 'Member: [Edit]' header is visible. A 'Save' button with a star icon is circled in red. The main form is divided into 'PROFILE' and 'DETAILS' sections.

PROFILE	
Public profile:	<input checked="" type="checkbox"/>
Current Password:	[MD5]a8Sp2bsPID9Vzk7XH8BtGg+*
New Password:	<input type="text"/>
NOTE: Entering anything here will reset the user's password.	
Mark as a VIP:	<input type="checkbox"/>
First name:	Bruce
Middle name:	<input type="text"/>
Last name:	Wayne
Employment:	Industry / Private Company

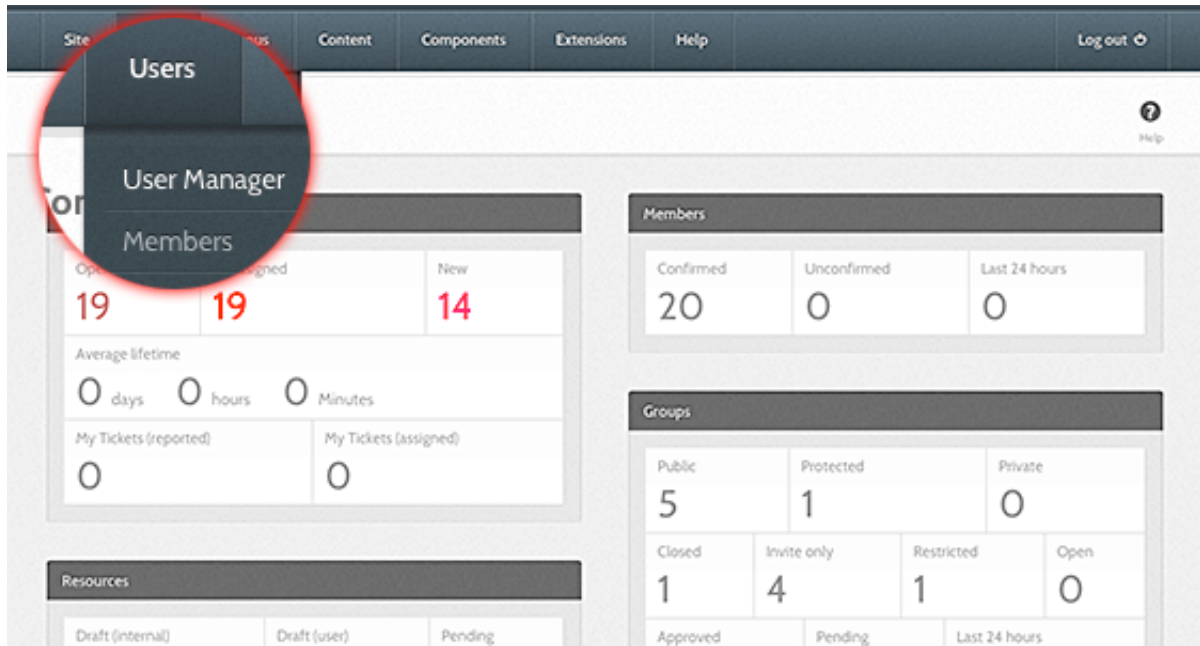
DETAILS	
ID	1058
Username	brucewayne
Citizenship	
Residence	
Home directory	/home/core/brucewayne
Created from host/IP	
Last modified on	2012-09-05 13:04:32
Domains	(none)

## Adjusting Access Level

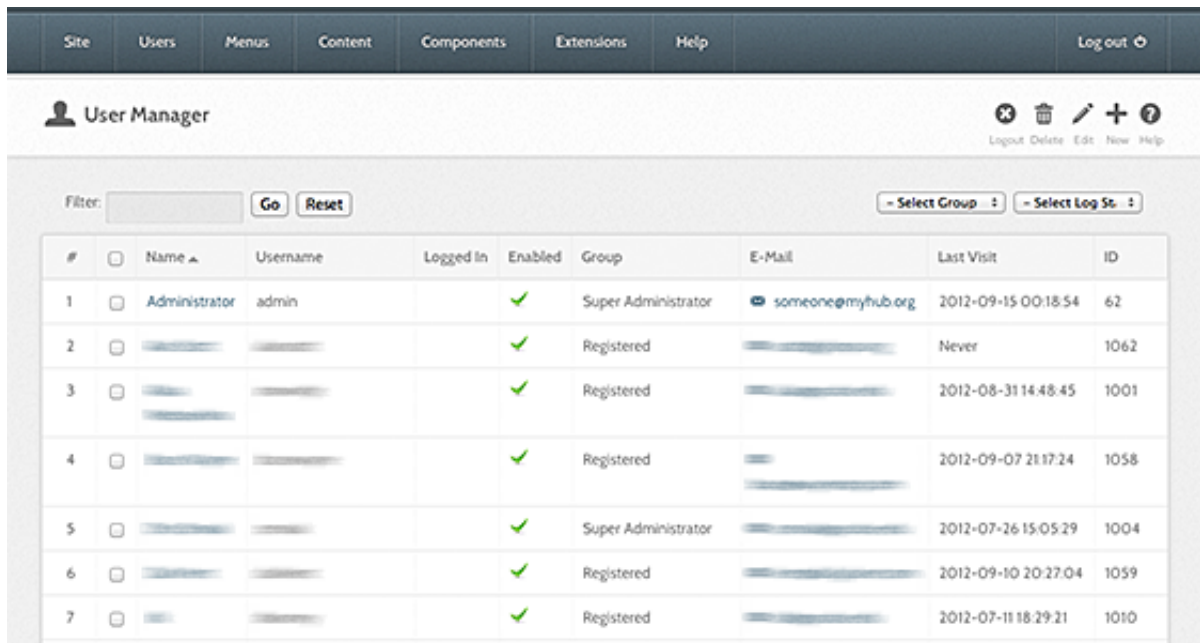
Joomla! offers various levels of access and privileges for users. All new accounts, by default, will be *Registered Users*, the access level with the least amount of privileges. Sometimes, you will need to grant a (trusted) user administrative access so they can manage content and portions of your hub. We strongly advise that administrative privileges be handed out rarely and with caution.

To adjust a user's access level:

1. First login to the administrative back-end.
2. Once logged in, go to the "User Manager." The User Manager can be found by selecting "Site" > "User Manager" from the drop-down menu on the back-end of your HUB installation.



3. Choose the user you wish to edit from the available list.



4. Once the page has loaded, find the "Group" option, found on the left-hand portion of the screen under the "User Details" grouping.






The screenshot shows a user editing interface. At the top left, it says "User: [ Edit ]" with a user icon. At the top right, there are icons for Save, Apply, Close, and Help. The interface is divided into three main sections:

- USER DETAILS:** Contains input fields for Name (Administrator), Username (admin), E-mail (someone@myhub.org), New Password, and Verify Password. A dropdown menu for Group is open, showing options: Public Front-end, Registered, Author, Editor, Publisher, Public Back-end, Manager, Administrator, and Super Administrator.
- PARAMETERS:** Contains dropdown menus for Back-end Language, Front-end Language, and User Editor (all set to "Select Language" or "Select Editor"). It also has a dropdown for Help Site (set to "Local") and a dropdown for Time Zone (set to "(UTC 00:00) Western Europe Time, London").
- CONTACT INFORMATION:** A text box stating "No Contact details linked to this User. See Components => Contact => Manage Contacts for details."

The available access levels are as follows:

- *Registered User:* Normal visitors who register at the site. Can view Menu Items that have Access Level of Registered. Cannot edit or submit articles.
- *Author:* Can submit new articles for approval in the front end only. A Publisher or higher must approve. Cannot edit existing articles.
- *Editor:* Can submit new articles or edit existing articles from the front end only. A Publisher or higher must approve.
- *Publisher:* Can submit, edit, or publish articles from the front end only.
- *Manager, Administrator and Super Administrator:* Can do all of the above plus can log into the back end with increasing rights.

5. Select the access level desired for the user and then click "Save" (the icon that looks like a floppy disk) in the upper right portion of the page. Changes take affect immediately.

 **User:** [ Edit ]  **Save**   

USER DETAILS	
Name	<input type="text" value="Administrator"/>
Username	<input type="text" value="admin"/>
E-mail	<input type="text" value="someone@myhub.org"/>
New Password	<input type="password"/>
Verify Password	<input type="password"/>
Group	<ul style="list-style-type: none"><li>- Public Front-end</li><li>- Registered</li><li>- Author</li><li>- Editor</li><li>- Publisher</li><li>- Public Back-end</li><li>- Manager</li><li>- Administrator</li><li><b>- Super Administrator</b></li></ul>

PARAMETERS	
Back-end Language	<input type="text" value="- Select Language -"/>
Front-end Language	<input type="text" value="- Select Language -"/>
User Editor	<input type="text" value="- Select Editor -"/>
Help Site	<input type="text" value="Local"/>
Time Zone	<input type="text" value="(UTC 00:00) Western Europe Time, London"/>

**CONTACT INFORMATION**

No Contact details linked to this User:  
See Components => Contact => Manage Contacts for details.