# Administrative Tasks

## I. Joomla User Roles

a. How do we change user roles/permissions on the hub?

*To change a user's permissions on the backend:*

1. Go to Site>> User Manager.
2. Under the "Name" column, click on the name of the user you would like to change permissions for.
3. Under "Group," select either Registered or Super Administrator.
   - *Registered* is the default role of all new users. It gives users the most basic level of access to the hub's front end.
   - *Super Administrator* grants access to the hub's backend and is the highest level of access.
4. Click "Save."

## II. Parameters/Configurations

a. What are global and individual parameters?

- *Global Parameters* are settings across a whole component.

  Examples:
  - Default privacy for members (Components>> Members>> Parameters >> Default Privacy)
  - Visibility of author name, created time and date, etc. for articles (Content>> Article Manager>> Parameters)
- *Individual Parameters* are settings for a specific component item and they override global parameter settings.

## III. Knowledge Base

a. What is the Knowledge Base and how is a KB article created?

*The Knowledge Base is a collection of articles that provide answers to common hub questions or issues.*

*To create a KB article:*

1. Go to Components>> Knowledge base.
2. Click on the "New Article" icon.
3. Fill in the required fields. Make sure you select a category in which this new article will fall under.
4. Change the Parameters, if necessary.
5. Click "Save" and your new article will be published on the front end.

## IV. Events

a. How are events created on the hub?

*By default, any registered user can create calendar events on the hub.*

*To create an event on the front end:*

1. Go to Events found under the Explore main menu.
2. Click on the "Add an event" button on the top right.
3. Fill in the required fields.
4. Click "Save" and your event will be added to the hub calendar of events (and under "Latest Events" if you have created a module for it on the homepage).

b. How do we change the settings for Events?

*To change settings for Events:*

1. Go to Components>> Events>> Edit Config
2. Change the fields you are interested in. You may also add more custom fields to ask for on the front end at the bottom of the Edit Config page.
3. Click "Save."

c. How do we add event categories?

*By default, there are four event categories to choose from: Meeting, General, Seminar, and Workshop.*

*To add a new event category on the backend:*

1. Go to Components>> Events>> Manage Events Categories
2. Click on the "New" icon.
3. Fill in the two important fields:
   - *Category Title*: a short title for the category; displayed when the event is created
   - *Category Name:* name that will be displayed in the dropdown category options during event creation; can be the same as the category title
4. Click "Save."
5. By default, the new category will be unpublished. Click on your new category's "Published" status to change that to "Published" and your new category will be added to the options on the front end.

## V. Proxy Creating Users

a. How do we proxy-create users on the hub?

*To proxy-create a user on the hub:*

1. Go to the front end of the hub and login as admin.
2. Once logged in, navigate to YOURHUB.ORG/register/proxycreate.

3. Fill in the username you would like to give the person, a temporary password, and valid email address to link to the account, and any other required fields.
4. Click "Proxy Create Account."
5. The system will output a message that you would have to send to the owner of the account to notify him/her of the new account on the hub.

**Administrative Tasks Activity:**

1) Proxy-create a user on your hub.
   *(HINT: See "How do we proxy-create users on the hub? " under V.a on page 2.)*

2) Make the proxy-created user a super administrator.
   *(HINT: See "*How do we change user roles/permissions on the hub? *under I.a on page 1)*

3) Add this new super administrator to the auto-approved users list in Resources.
   *(HINT: To do this, we need to change the global parameters for the Resources component.*
   *On the backend, go to Components>> Resources.*
   *Click on the Parameters icon and add the proxy-created user's username in the "Auto-approved users" box.)*