

# Manage Users

If you have "Manage User" permissions for a District or Circuit, you will be able to add, edit and remove permissions for any Web User who has already got at least one permission in your District or Circuit. You will only be able to edit or remove the permissions relating to your District or Circuit.

## Web Users

There are two types of Web User: **Authorised** and **Unauthorised**



Unauthorised Web Users can't do anything on the website.

Removing their authorisation is the quickest way to stop someone making changes to the site.

### Authorising a Web User

Once someone has registered, at the point of **Authorising** them, you should **grant them a Permission** (see below).

### Deleting a Web User

Before you can delete a Web User, you must **Delete all their Permissions** (see below). Once all the Permissions have been deleted, from the main list of Users, click Delete.

DELETE

If the Web User has a Permission in another District or Circuit, you will not be able to Delete them, but you they will disappear from your list.

## Permissions

These can be added at the District, Circuit and Church level.

**Even if you need to grant District or Circuit Managing Trustee permissions, these are treated as "Churches".**

A Web User account without any Permissions is little better than being Authorised – they still can't do anything on the site.

In order for a District, Circuit or Church permission to mean anything, they need to have a tick against at least one of the Read, Update or Manage Users – otherwise the Web User **still** cannot read or do anything on the website.

### To Add a Permission

ADD CHURCH/TRUSTEE

- Click **Add District**, **Add Circuit** or **Add Church**.
- Grant them **Update Returns**, **Update Statistics**, **Read Property** or **Write Property**. You may also be able to grant them a **Manage User** account as well.

### To Edit a Permission

- Click the **Edit** button next to the Permission and tick or untick to grant or remove any of the **Permissions**.

EDIT

### To Delete a Permission

- Click the **Delete** button next to the Permission.

X

Remember you can only Edit or Delete Permissions within your District or Circuit.