

Making pages accessible only to certain users

This describes a simple way of making pages accessible only to users who have logged in.

1. Define the users

Under “Admin” click “Manage users”, then click “Add user” and mark “Privileged user 1!”



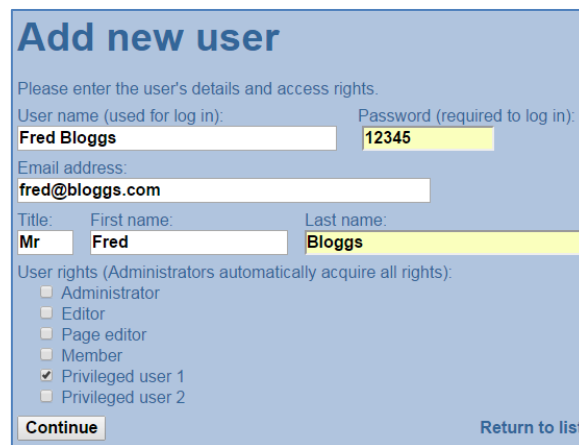
Manage users

Here you can add or delete users and edit their details.
*M = registered member, 1 = privileged user 1, 2 = privileged user 2
P = page editor, E = site editor, A = site administrator*

[Add user](#) | [Close](#)

Name (e-mail)	Rights	Actions
0 users listed		

[Add user](#) | [Close](#)



Add new user

Please enter the user's details and access rights.

User name (used for log in): Password (required to log in):

Email address:

Title: First name: Last name:

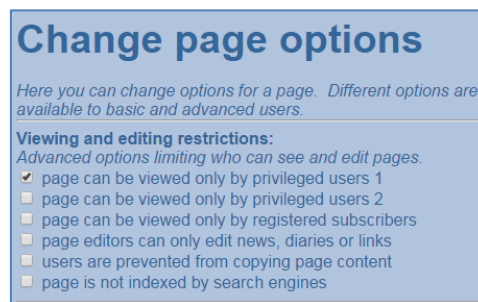
User rights (Administrators automatically acquire all rights):

- Administrator
- Editor
- Page editor
- Member
- Privileged user 1
- Privileged user 2

[Continue](#) [Return to list](#)

2. Protect the page

With edit mode on, click “page options” on the selected page(s). Click the first check box:



Change page options

Here you can change options for a page. Different options are available to basic and advanced users.

Viewing and editing restrictions:
Advanced options limiting who can see and edit pages.

- page can be viewed only by privileged users 1
- page can be viewed only by privileged users 2
- page can be viewed only by registered subscribers
- page editors can only edit news, diaries or links
- users are prevented from copying page content
- page is not indexed by search engines

3. In practice

You can create one user name shared by all those with access rights (“e.g. “Member”). Alternatively you can create a user name for all users with privileged access. The second method is better as people who leave the group can be deleted and will no longer have access.

If the page(s) are linked in a top-level menu, the menu button will only appear to those who log in successfully.