



LISK CMS v.4.4

TUTORIAL

Managing Users and Groups



Introduction

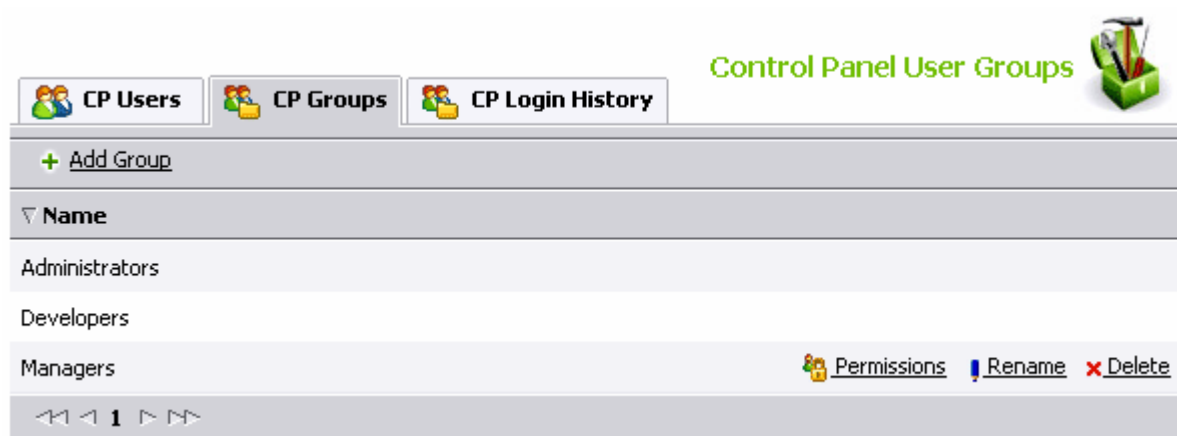
It is often convenient to create CP users which will only have access to the management of certain sections of the website. In this tutorial we will create a group of users called "Editors". Members of this group will have permission to access and manage Events and News sections of the Control Panel. Then we will create a user called "Phil" and assign him to this group.

If at any step something is not clear we recommend you to check [Control Panel Settings](#) help area in the General Help section of the Help Center.

Accessing CP Groups

User Groups are managed through the "CP Groups" section of the control panel. To access "CP Groups":

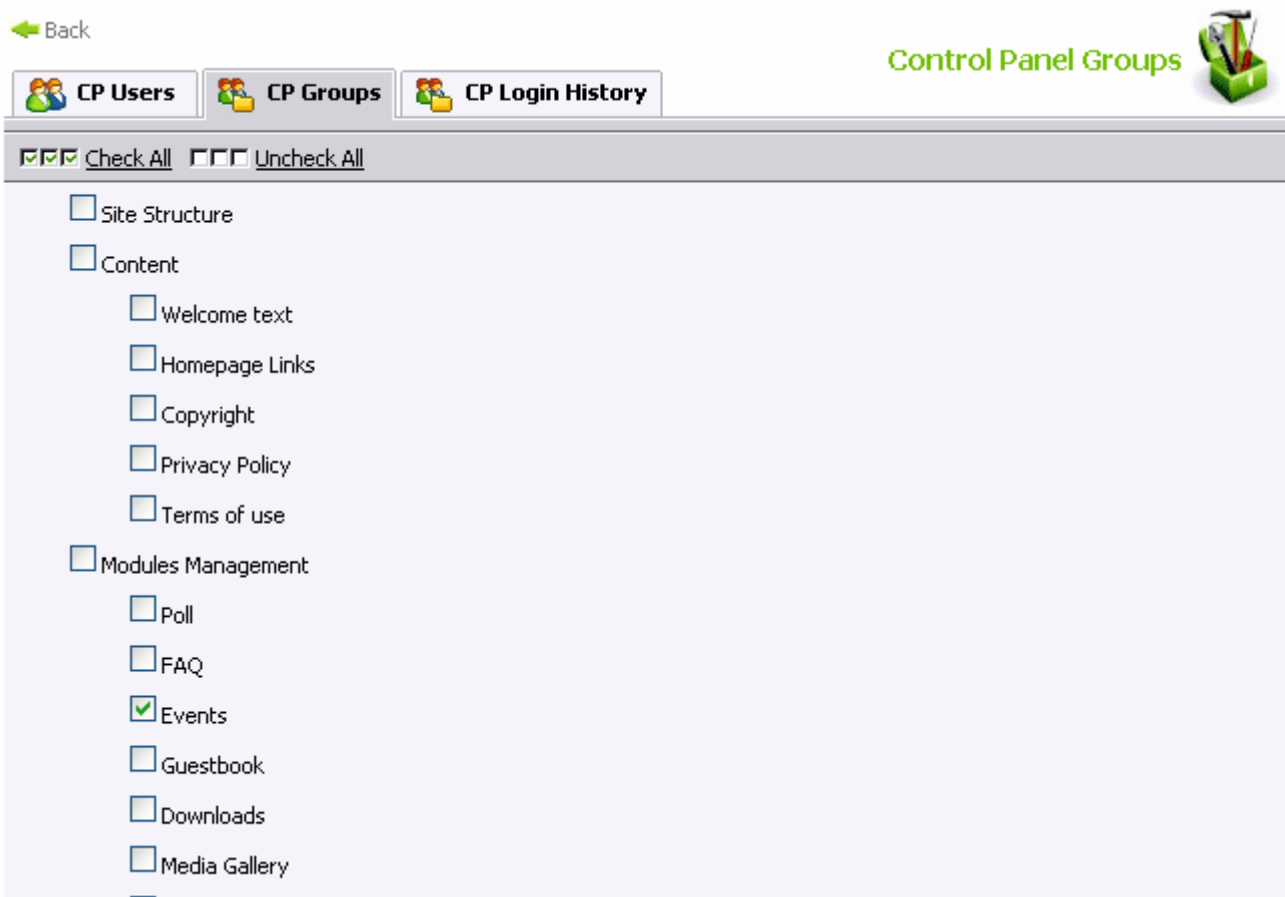
1. Click [CP Settings](#) link on the left menu of your control panel.
2. Click [CP Groups](#) tab on the top panel and you will see a page similar to the one on the picture.




Creating a user group and setting its permissions

1. Click [+Add Group](#) link on the top to start adding a new user group.
2. New page will open where you should enter the name of the group i.e. "Editors".
3. Click "Submit".
4. Locate the newly created group in the CP Groups list and click [Permissions](#) link on the right.
5. In the permissions section (shown on the picture) check "Events" and "News" checkboxes, this way you will allow the members of this group to have access to these sections.
6. Click "Submit" to save changes.

You can always [Rename](#) or [Delete](#) existing CP Groups by clicking the appropriate links.




Creating a user

1. Click  [CP Users](#) link on the top panel and you will see a page similar to the one on the picture.
2. Click [+Add CP User](#) link on the top to start adding a new user.
3. Enter the user's name i.e. "phil " and password in the required fields.
4. Select "Editors" in the "Group" drop down list. This way you will add the user "Phil" to the "Editors" group.
5. You can also specify the last time user has logged in.
6. Click "Submit" to save changes.

 **Note:**

You can always [!Edit](#) or [✗Delete](#) existing users by clicking on the corresponding links.

[← Back](#) [Add CP User](#) 

Login *	<input type="text" value="phil"/>
Password *	<input type="password" value="*****"/>
Password Confirmation *	<input type="password" value="*****"/>
CP Group	<input type="text" value="Editors"/> ▼
Lastlogin	<input type="text" value="2007"/> ▼ <input type="text" value="January"/> ▼ <input type="text" value="19"/> ▼ <input type="text" value="7 pm"/> ▼ <input type="text" value="44"/> ▼
<input checked="" type="button" value="Submit"/> <input type="button" value="Cancel"/> <input checked="" type="radio"/> Go back to previous page <input type="radio"/> Add another new record	