![Titan CMS - Powered by Northwoods]

User Management

You will need User Management rights to perform this task. If you do not have rights, please contact your Titan Administrator for assistance.
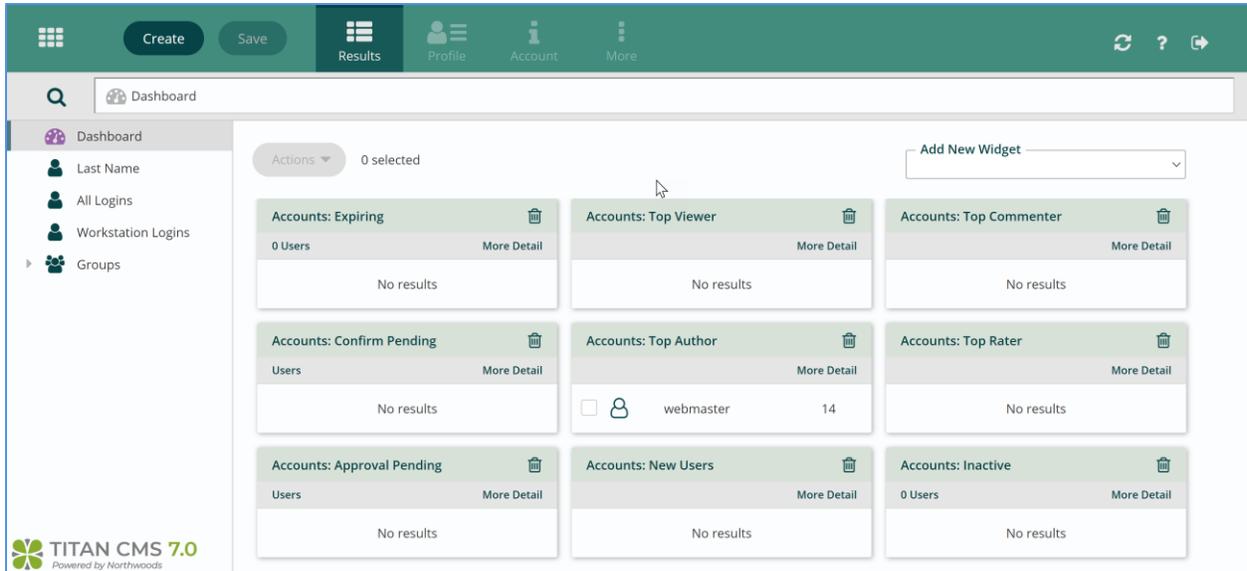
Add a New User

- From the module selector dropdown, select User Management.
- Click Create in the App Ribbon.
- Enter Username and temporary password

- Click Done.

Delete a User

- Open User Management Module.
- Find user you would like to delete.
- Click the checkbox to the left of the user's name.
- Click the Actions Button and then Delete.
- Click Yes to confirm.

Update User Demographic Info

- Open User Management Module.
- Click on user.
- Click Profile in the App Ribbon.
- Enter information that is desired (name, email, phone, etc.).
- Save.

Update User Account Info

- Open User Management Module.
- Click on User.
- Choose Account button in the App Ribbon
- There are four sections:
  - Password information
    - You can set if a password will expire or not
    - You can reset a password
    - You can expire a password
  - Account Information
    - You can enable an account
    - You can expire an account
    - You can expire or delete inactive accounts
    - You can grant workstation access
    - Terms of Use can be accepted
  - Account Usage
    - Shares data of when users have logged in and when.
  - Security Roles
    - This is where you can assign users various access to the site.
- Click SAVE for any changes to take.

Default Titan CMS User Groups
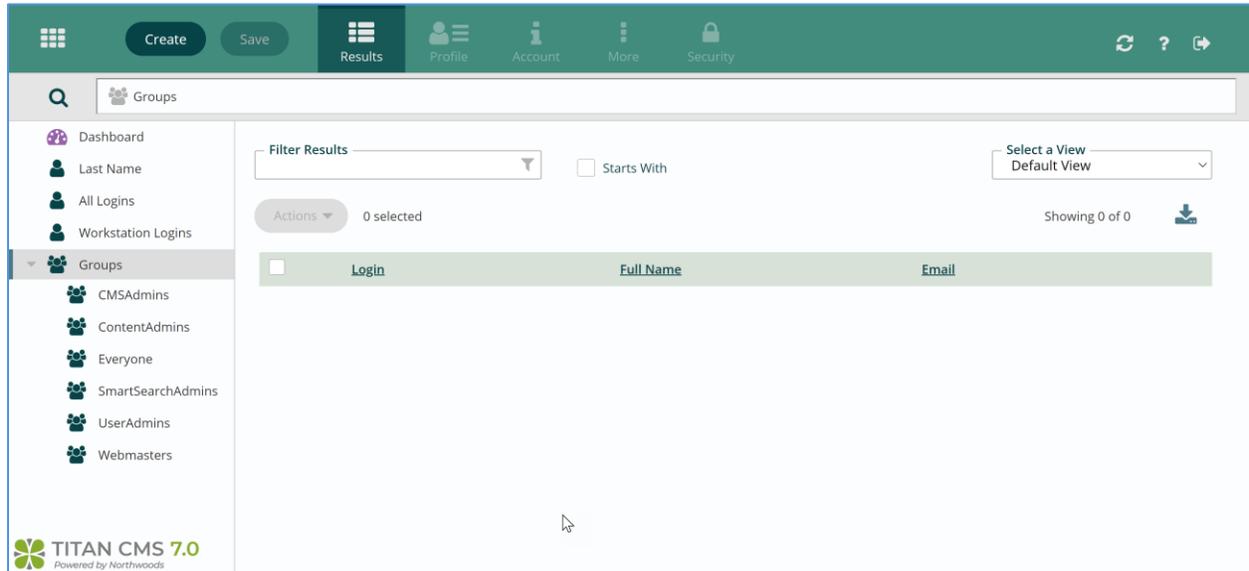
Titan CMS Groups (Roles) include: CMSAdmins, ContentAdmins, Everyone, SmartSearchAdmins, UserAdmins & Webmasters. These groups should never be deleted. You can add groups at any time and then assign users to groups.

Security Groups are an efficient method to applying page security or workflow settings to multiple users. You can assign security or workflow in bulk by using a group, instead of assigning security individually by user.

Webmasters

These users have access to all modules in the Titan CMS Workstation. They don't require special workflow assignments because they are automatically administrators over all content items. Membership in this group doesn't guarantee display-side permissions.

ContentAdmins

These users don't require special workflow assignments because they are automatically administrators over all content items. They have full rights to use the Content Management module only. Membership in this group doesn't guarantee display-side permission.

CMSAdmins (Content Management System Administrator)

Can do anything anywhere within the Titan CMS Content Workstation regardless of whether they have been assigned to workflow role. They have specific access of Titan Administration module.

SmartSearchAdmins

Work with the Smart Search module to manage keyword results from searches on your website.

UserAdmins

Work with user accounts in the User Management module and receive emails from the user registration approval process.

Everyone

This is the default group assignment for all new users added to Titan. It is primarily used to grant display-side access for public facing websites.

Workflow User Roles

Author

Create pages. Not able to change workflow, but can look at workflow tab. Can change display security. Author's pages will be listed in the Dashboard Pages Awaiting Review when workflow is configured.

Editor

An editor can approve pages. This user cannot change workflow steps, but can add authors and any prior-step editor. Editor's pages will be listed in the Dashboard Pages Needing Review when workflow is configured.

ItemAdmins (Item Administrator)

ItemAdmins can change workflow and assign settings to any editor and author roles. They cannot add New Item Admins. They can assign values but NOT New Group Item Administrators.

You can manually add a new group in order to assign Author Group permissions to multiple users for workflow. If you don't need a Group "Author," you can assign specific users as Authors when configuring workflow on an item.

Add A Security Group

New Security Groups and attributes are created in the Titan Administration Module.

1. Select the Titan Administration module.
2. Click on Tags and Filters > Security in the left Navigation Tree.
3. Click to expand UsersAndGroups in the Edit Pane
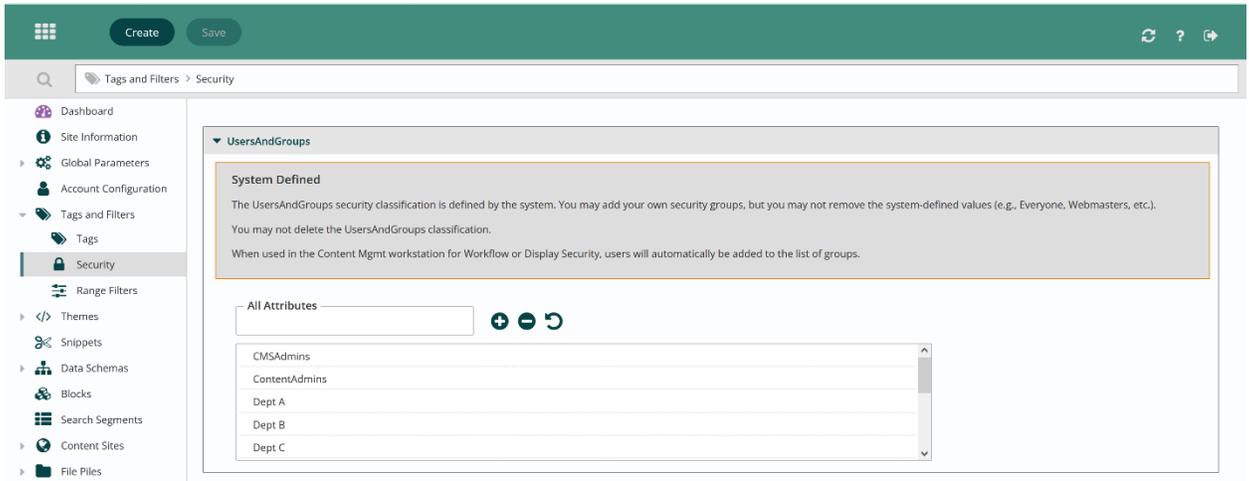
4. In the Attributes box, type the name of the group you are creating.

5. Click the Plus icon next to the text field.
6. Click to Save.

Assign User to a Group

1. Open the User Management module.
2. Click All Logins in the left navigation tree.
3. Find the user you need to update and click the checkbox next to their name.
4. Click the Security Icon in the App Ribbon.
5. Click Security Roles - UsersAndGroups. The list of attributes will display in middle pane.
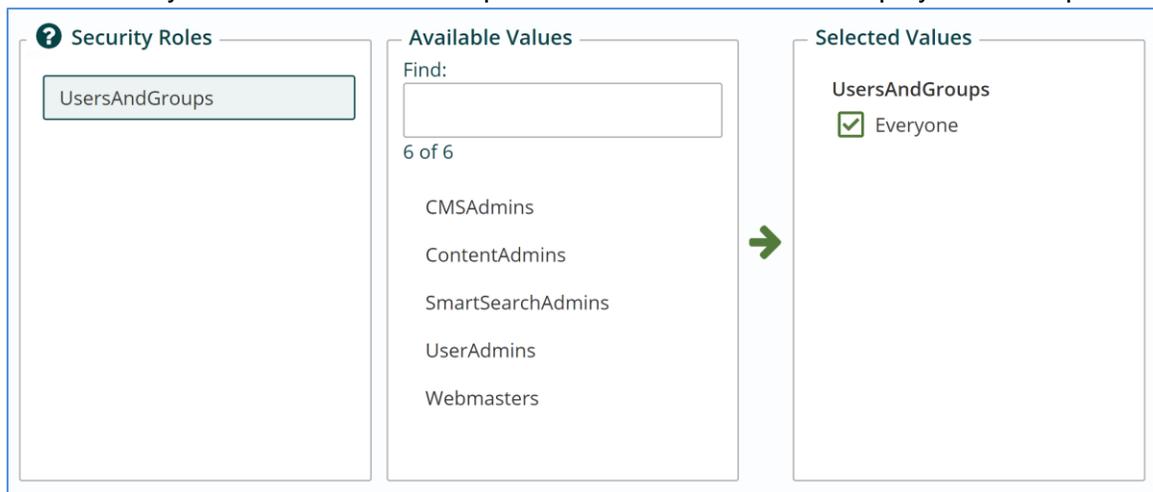
6. Click the name of group.
7. Click the green arrow.
8. Repeat as needed.
9. Click Save in the App Ribbon.