User Management

Overview

The Administration side of the website has a variety of sub-sections that allow you to perform administrative procedures on the website. The section called 'User Management' refers to the users that have registered with the website. This is important, not only for general administrative tasks, but from the perspective of a forum moderator. These accounts can be created, deleted, edited and upgraded from this administrative sub-section.

Functions

A general description of the functions that can be found under the User Management section are described below. The list may answer some of your questions without you having to open one of the specific sub-categories and read the detailed explanation.

ADD USER

The function to add a new user can be accessed by clicking on the link titled 'Add User' or the icon next to it under the 'User Management' section of the Administration side of the website:

This function is designed to insert a new user record into the database. The user does not need to be registered in the normal way if using this process. Instead, the information is entered into a form and added to the database directly. This should only be used in exceptional circumstances.

EDIT USER

The function to edit an existing user can be accessed by clicking on the link titled 'Edit User' or the icon next to it under the 'User Management' section of the Administration side of the website:

This function is designed to amend an existing user record in the database. The user can be modified in any way except for being able to change their password. A user must use the 'Forgotten Passord' facility if they have forgotten it.

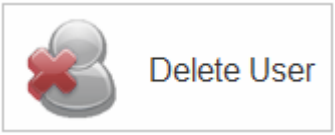
VIEW USERS

The function to view a list of existing users can be accessed by clicking on the link titled 'View Users' or the icon next to it under the 'User Management' section of the Administration side of the website:

This function is designed to display a list of existing user records from the database. The users that a stored in the database are displayed in a coherent tablular format for ease of perusal. This is possibly the most useful user management function as all the other functions, i.e. Add, Edit and Delete, can be accessed from here.

DELETE USER

The function to delete an existing user can be accessed by clicking on the link titled 'Delete User' or the icon next to it under the 'User Management' section of the Administration side of the website:



This function is designed to remove an existing user record from the database. The user can be deleted for any reason, such as abuse of the forum, but they will be able to re-register as the same name if they desire.

NEWSLETTER

The function to send a newsletter can be accessed by clicking on the link titled 'Newsletter' or the icon next to it under the 'User Management' section of the Administration side of the website:

This function is designed to send a newsletter to all addresses stored in the user table that have subscribed to the newsletter feature. This has been placed alongside the other 'User Management' functions due to it's direct link with the users and their settings.