

User Management

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1. User Management: Overview

The User Management section in Wifox Business Content Solution provides tools for managing both user accounts and role-based permissions. In the **Users** section, administrators can create, edit, and activate/deactivate user accounts, each tied to a specific role. The **Roles** section allows for defining custom access levels using Read-Only (RO) or Read-Write (RW) permissions across different modules, ensuring secure and tailored access control for every team member.

2. Users List

The **Users List** section in Wifox Business Content Solution is designed to manage users who need access to the system. Each user is assigned a **role** (created in the **Roles** section), which defines their permissions and access levels. This section is where administrators can create, edit, and manage users' accounts, ensuring proper roles and activity status are set for system usage.

Use Case Example

An administrator creates a new user named "Developer" with the role of **Developer**, providing their email and setting a secure password. Later, the admin updates the user's name to "Lead Developer" and toggles the **Active** checkbox to ensure the user has access to the system.

Key Features of the Users List

1. User Creation

Create new users with specific roles, names, email addresses, and passwords.

Ensure the user is set to **Active** status to allow system access.

2. Role Assignment

Assign users a role that defines their permissions. Roles are either pre-existing or custom-created in the **Roles** section.

3. Editing User Details

Update user details such as name, email, password, and assigned roles.

4. User Activity Management

Toggle the **Active** checkbox to enable or disable user access to the system.

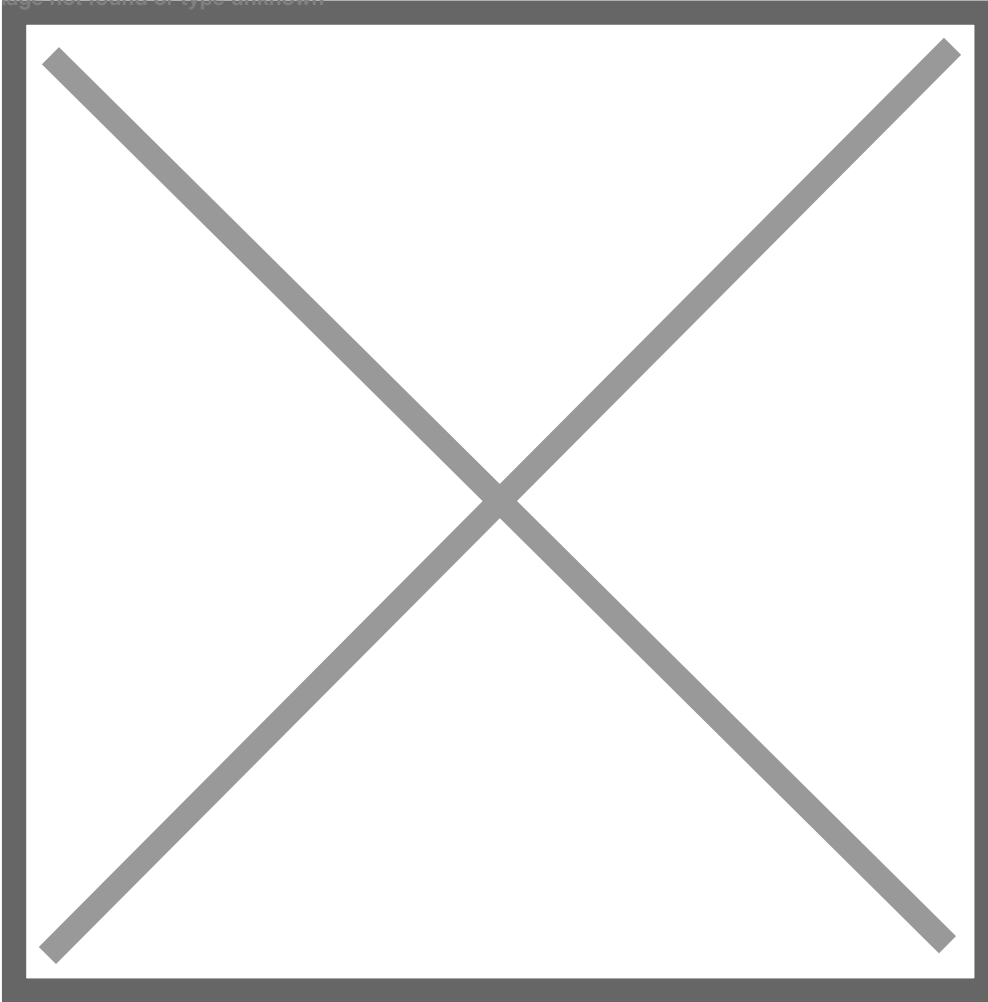
How to Add a New User

1. Navigate to the Users List

Access the **Users List** section in Wifox Business Content Solution .

2. Fill in User Details

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Name: Enter the user's full name (e.g., "Developer").

Email: Provide the user's email address.

Password: Set a secure password for the user's account.

Role: Select a role from the dropdown menu that defines the user's access level.

Active: Check the **Active** box to grant system access to the user.

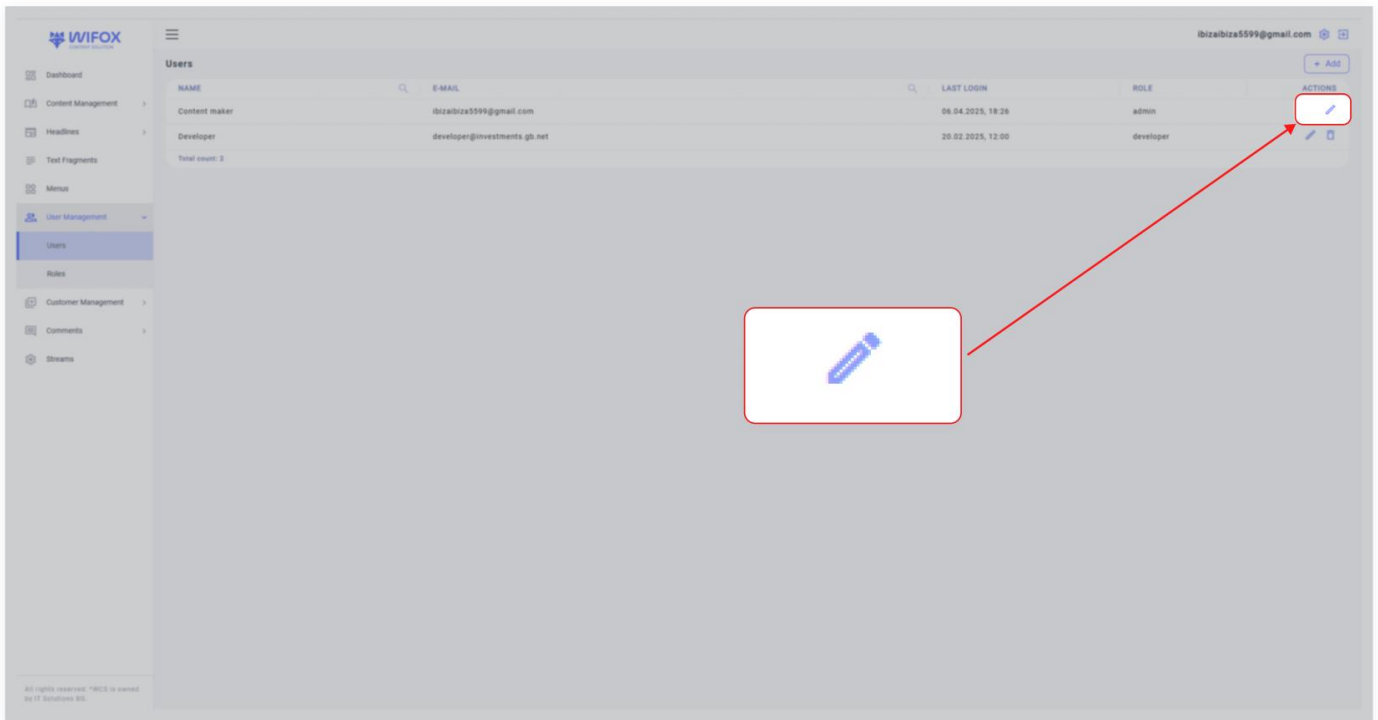
3. Submit

Click **Submit** to save the new user. The user is now added to the system and can log in.

How to Edit a User

1. Select the User

Locate the user in the **Users List** and click the **pencil icon** to open the editing menu.

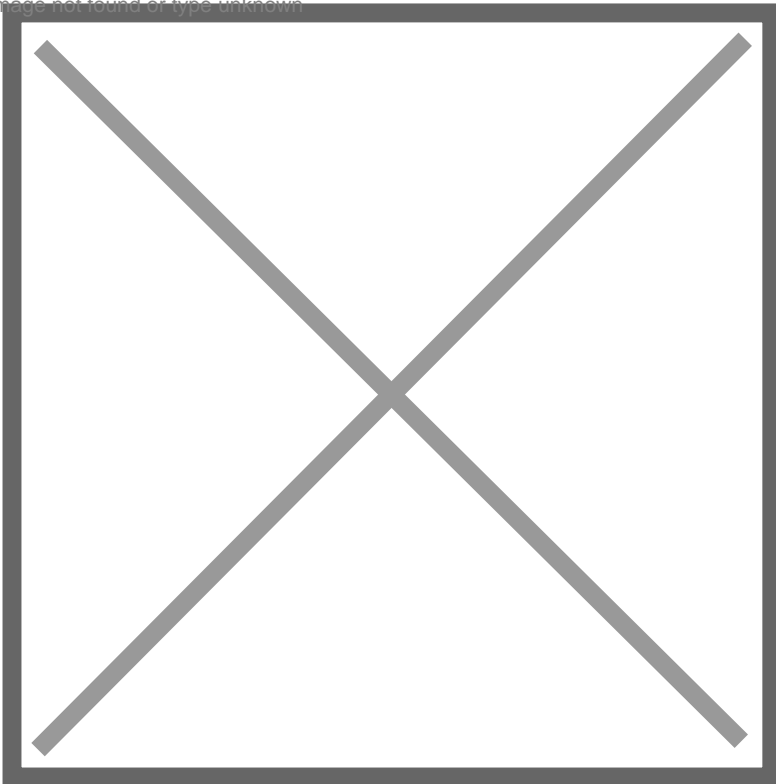


2. Update Details

Modify any required fields, such as name, email, role, or password.

Toggle the **Active** checkbox to activate or deactivate the account.

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3. Submit Changes

Click **Submit** to apply the updates.

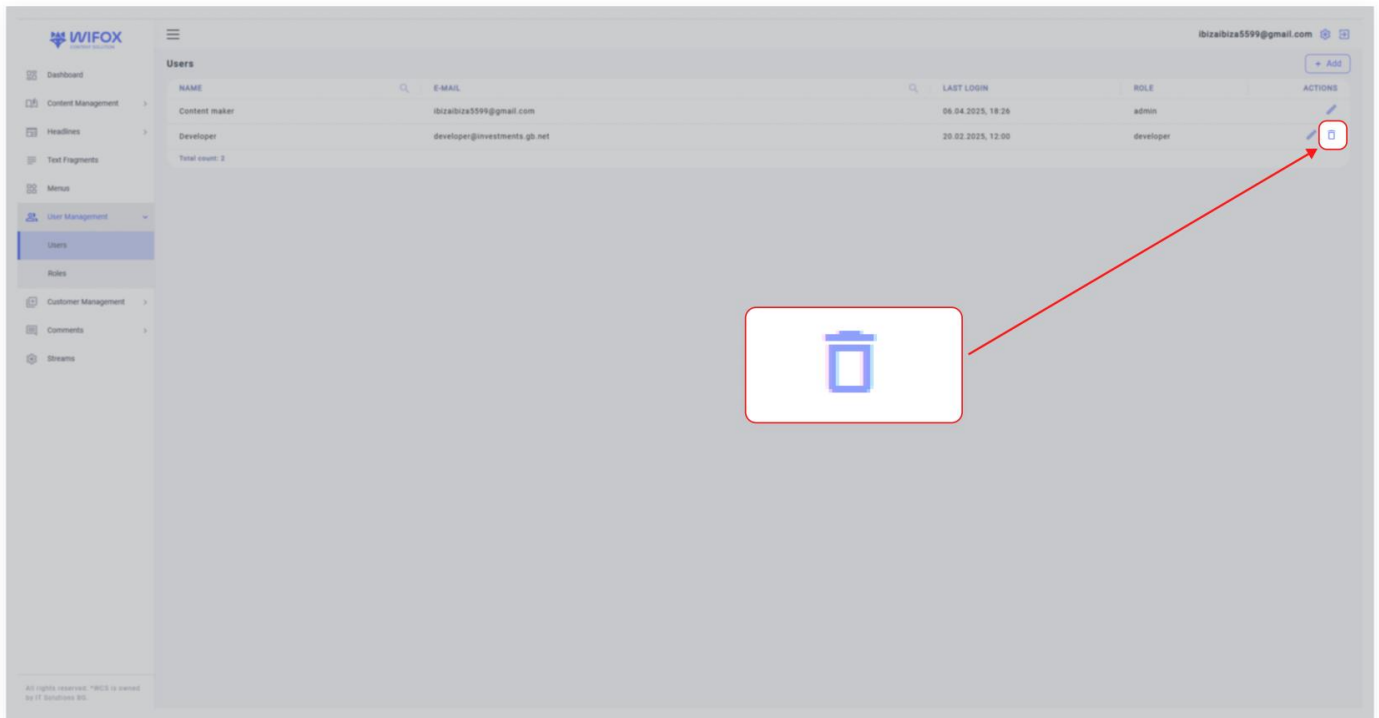
How to Delete a User

1. Locate the User

Find the user in the **Users List**.

2. Delete the User

Click the **trash icon** next to the user's name.



3. Confirm Deletion

Confirm the action by clicking **OK**. The user will be permanently removed from the system.

Special Notes

- **Root User:** There is one Root User in the system with full administrative privileges. This account cannot be deleted but can create and manage other users.
- **Roles Assignment:** Ensure the role you assign to the user is configured correctly for their access needs.

The **Users List** section simplifies user account management, ensuring secure and organized system access for all team members.

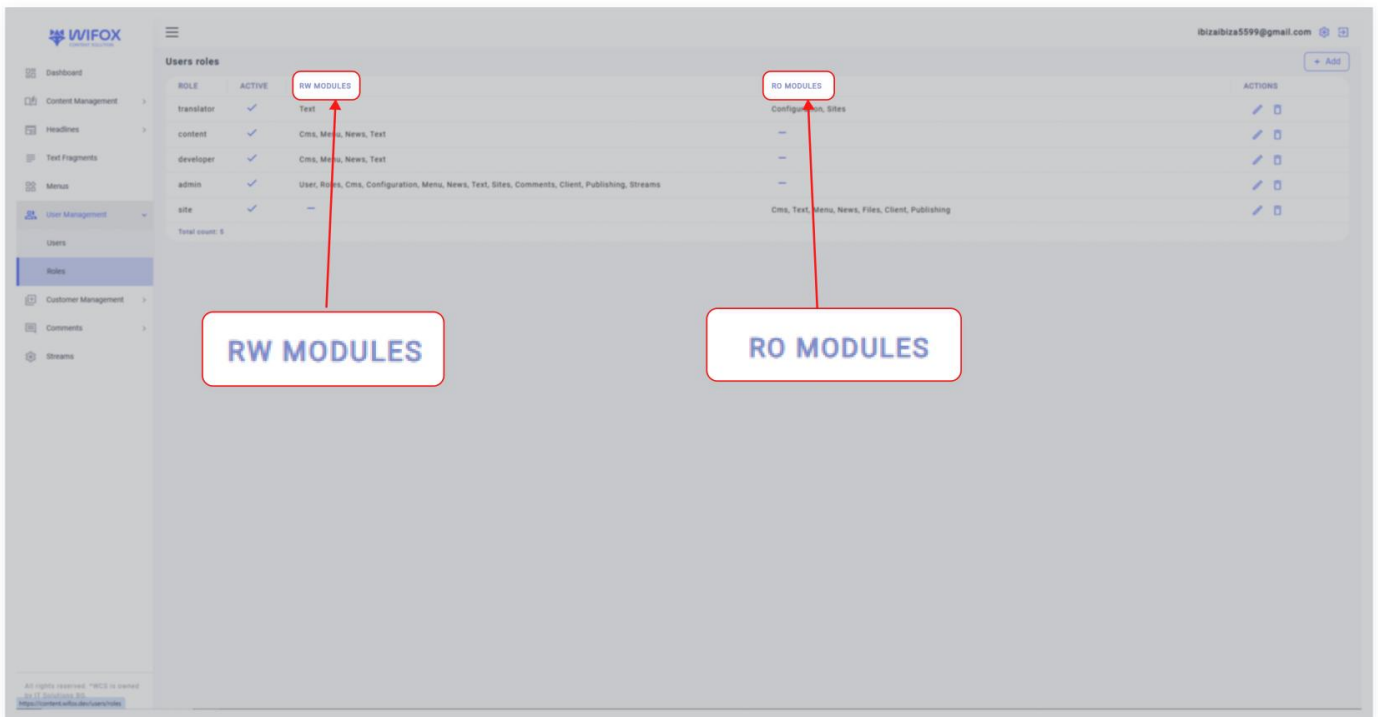
3. User Roles

The **User Roles** section in Wifox Business Content Solution allows administrators to manage and define roles with specific access levels for different modules. This section supports **Read-Only (RO)** and **Read-Write (RW)** permissions, offering precise control over what users can view and edit.

Use Case Example

A company creates a "Content Manager" role with **Read-Write** access to modules like **Text**, **CMS**, and **News**, and **Read-Only** access to sensitive modules like **Configuration**. This role ensures the user can manage content effectively while maintaining system security.

What Do RO and RW Mean?



- **Read-Only (RO):** Allows users to view and read content within the module but prevents them from making changes.
- **Read-Write (RW):** Grants users full access to read, edit, delete, and manage content within the module.

Key Features of User Roles

1. Flexible Permissions

Assign permissions dynamically by dragging and dropping modules or selecting them with a click.

2. Granular Control

Specify **Read-Only** or **Read-Write** access for each module, ensuring tailored access for different users.

3. Active/Inactive Toggle

Instantly activate or deactivate roles by checking or unchecking the **Active** box.

4. Comprehensive Role Management

Easily add, edit, or delete roles to match the changing needs of your organization.

How to Add a New Role

1. Click Add Role

Navigate to the **Users Roles** section and click the **Add +** button.

The screenshot displays the WIFOX Users Roles management interface. The top navigation bar includes the WIFOX logo, a menu icon, and the user email 'ibizalbz5599@gmail.com'. The left sidebar contains navigation options: Dashboard, Content Management, Headlines, Text Fragments, Menus, User Management, Users, Roles, Customer Management, Comments, and Streams. The main content area is titled 'Users roles' and contains a table with the following data:

ROLE	ACTIVE	RW MODULES	RO MODULES	ACTIONS
translator	✓	Text	Configuration, Sites	[Edit] [Delete]
content	✓	Cms, Menu, News, Text	-	[Edit] [Delete]
developer	✓	Cms, Menu, News, Text	-	[Edit] [Delete]
admin	✓	User, Roles, Cms, Configuration, Menu, News, Text, Sites, Comments, Client, Publishing, Streams	-	[Edit] [Delete]
site	✓	-	Cms, Text, Menu, News, Files, Client, Publishing	[Edit] [Delete]

Below the table, it shows 'Total count: 5'. In the top right corner of the table area, there is a '+ Add' button. In the center of the page, there is a larger '+ Add' button. A red arrow points from the central button to the top-right button.

2. Fill in Details

Name: Enter the role's name (e.g., "Translator" or "Admin").

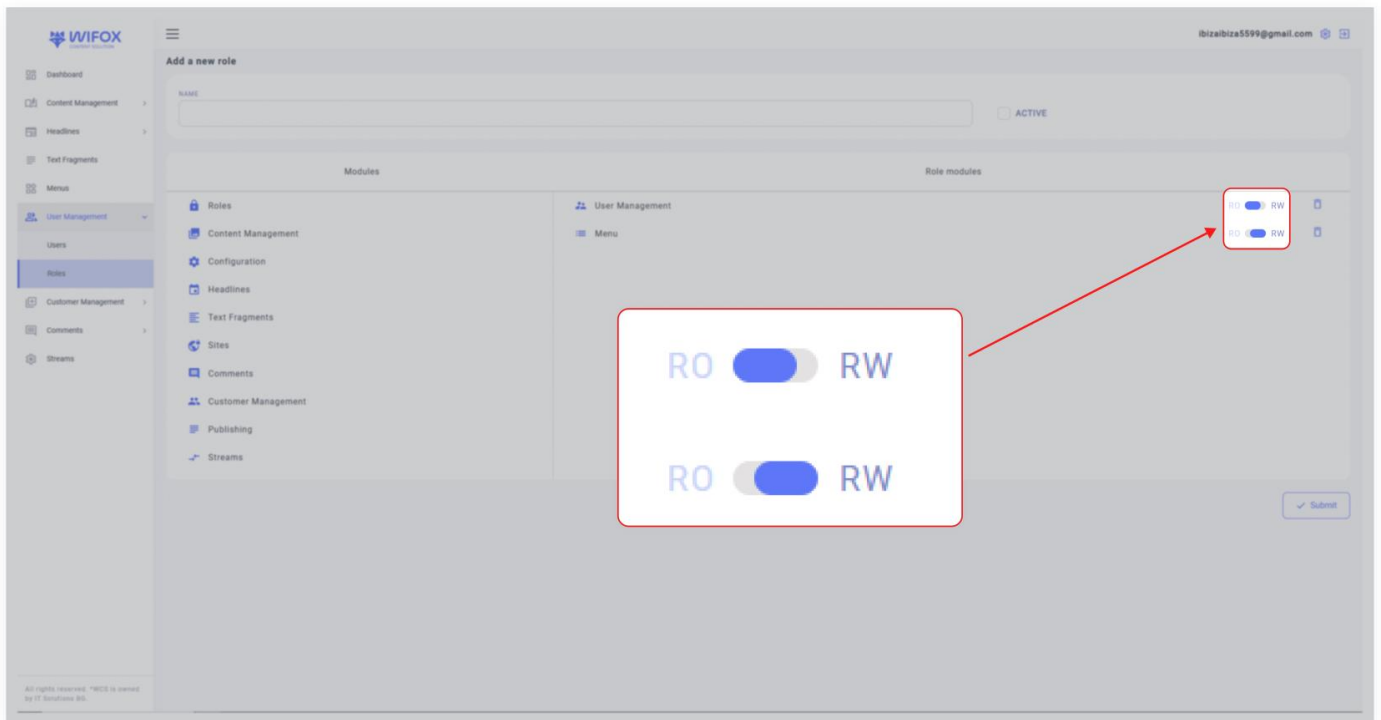
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Set Permissions:

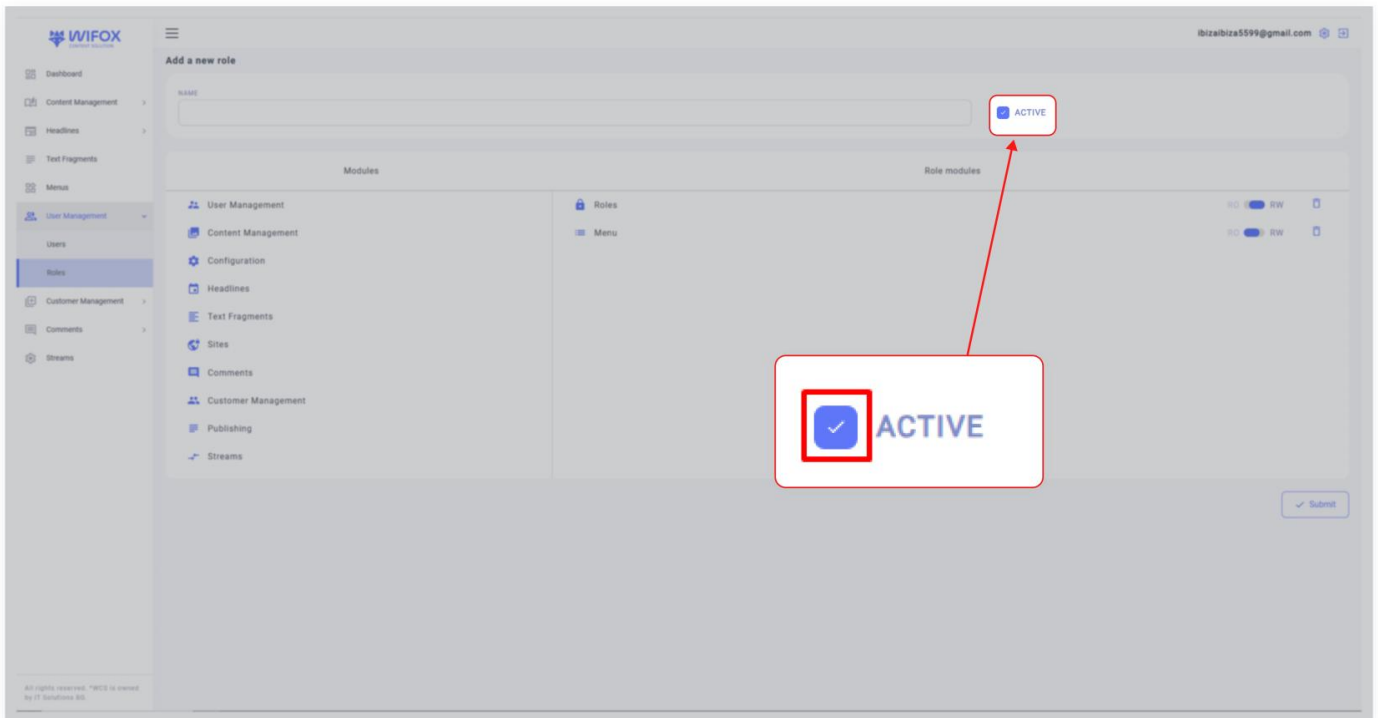
Drag and drop modules from the list or click on them to assign permissions.

Select either **RO (Read-Only)** or **RW (Read-Write)** for each module using the toggle.



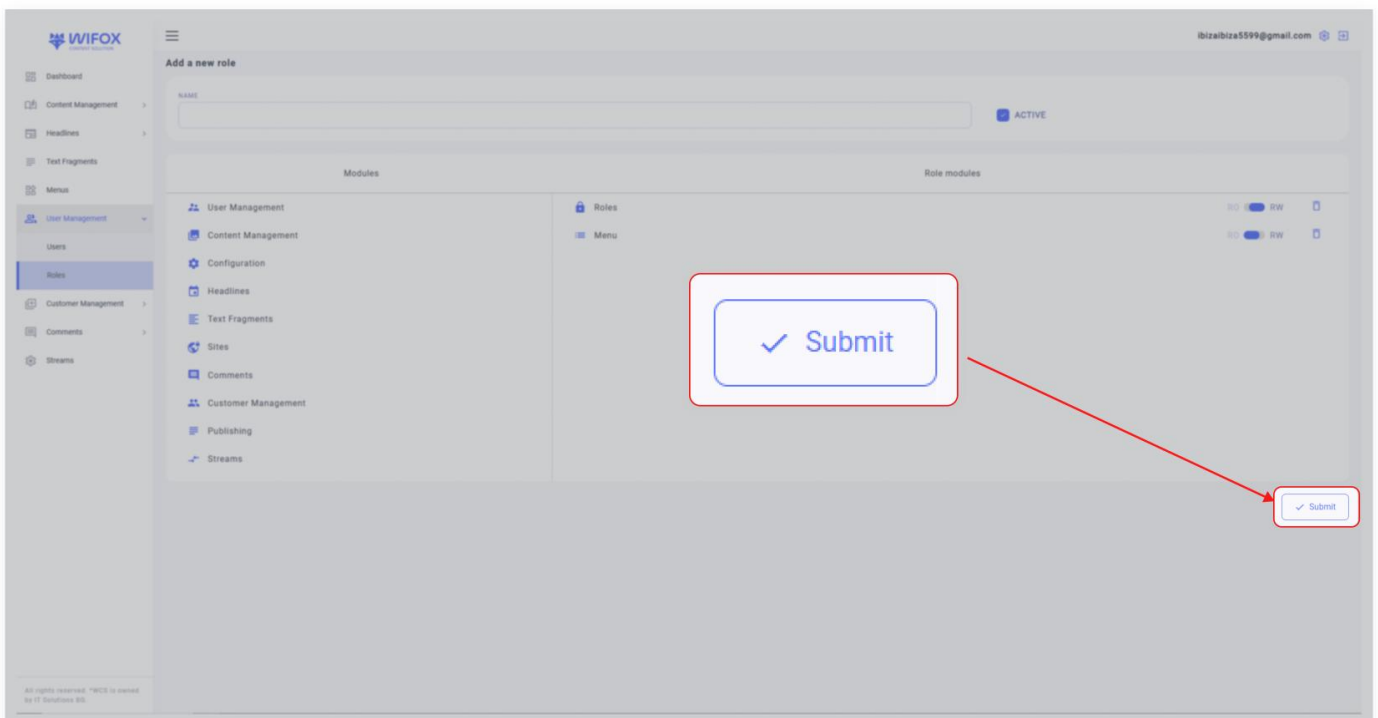
3. Set Active Status

Check the **Active** box to activate the role immediately.



4. Submit

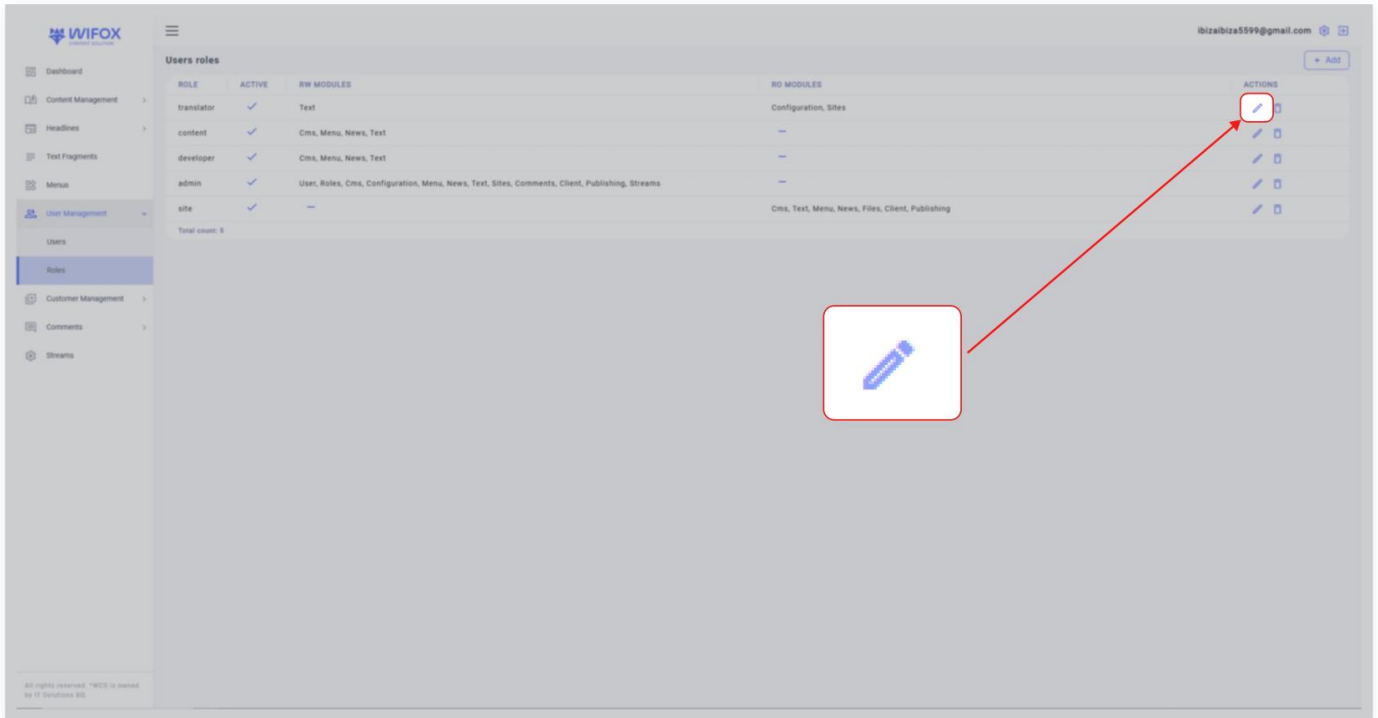
Once all details are completed, click **Submit** to save the new role.



How to Edit a Role

1. Select the Role

Find the role you wish to edit in the **Users Roles** list and click the **pencil icon**.



2. Update Details

Modify the role name, permissions, or module access by dragging/dropping or clicking to toggle permissions between **RO** and **RW**.

Adjust the **Active** status if needed.

3. Submit Changes

After making the updates, click **Submit** to save changes.

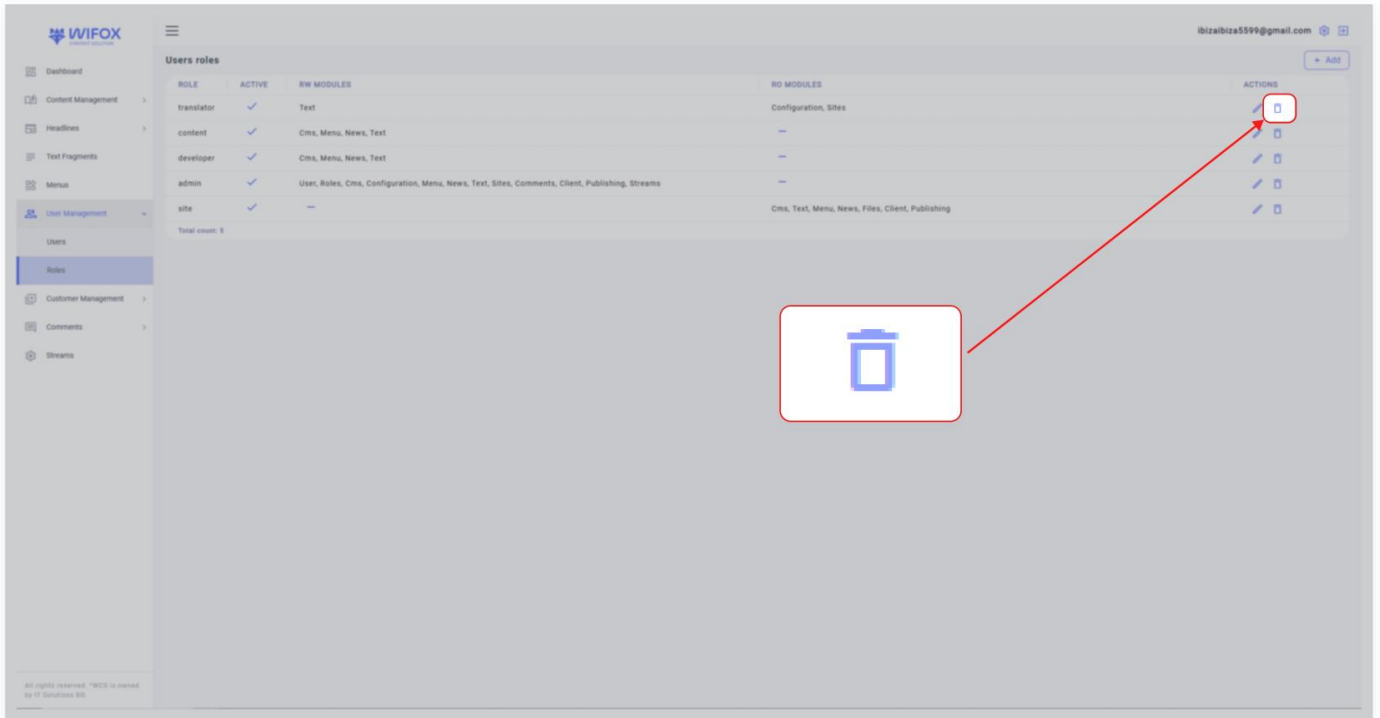
How to Delete a Role

1. Locate the Role

Find the role you wish to remove in the **Users Roles** list.

2. Delete the Role

Click the **trash icon** next to the role.



3. Confirm Deletion

Confirm the action by clicking **OK** to permanently delete the role.

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With intuitive drag-and-drop or click-based permissions and a streamlined interface for role creation and editing, the **User Roles** section in Wifox Business Content Solution provides precise control over access management.