

## Managing Users in NewsBoss

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### Purpose

This note explains how to create NewsBoss Users, Delete NewsBoss Users and modify NewsBoss User permissions through their Group memberships on your NewsBoss system.

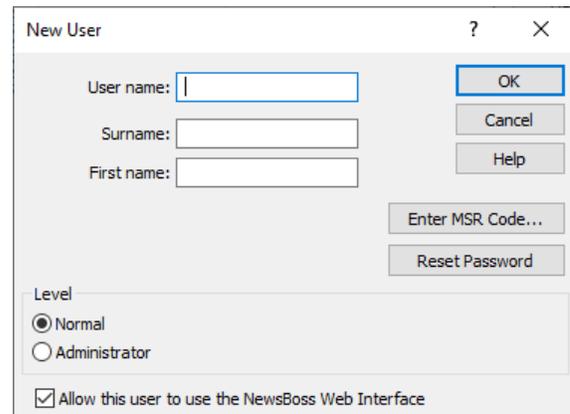
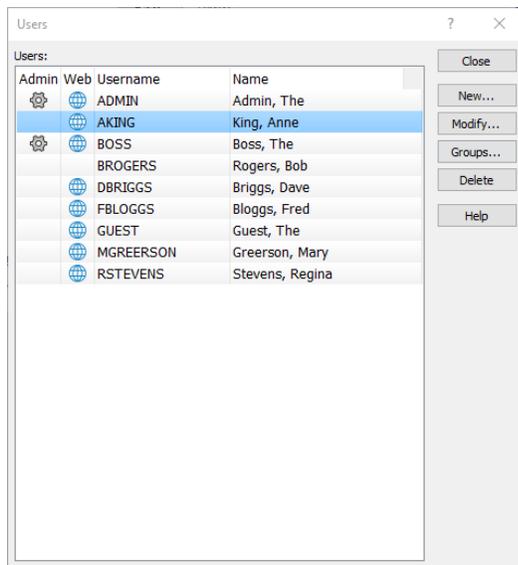
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### The Information in This Article Applies To:

- All versions of NewsBoss.
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## Creating and Deleting Users

Only NewsBoss Administrators can create or delete Users. Login as an Administrator on any NewsBoss PC then go to **Setup – Users**.



Create a New User via the **New** button then completing the **Username**, **Surname** and **First name** fields. Select the User Level as **Normal** or **Administrator** and choose if the User is allowed to access NewBoss via the NewsBoss Web Interface. Close both dialogs when done.

When the new User logs in for the first time they will be prompted to enter a password and then prompted to confirm the password. Passwords may be up to 8 characters long. They are not case sensitive and cannot include spaces or special characters such as !@#\$%^&\*().

If a User forgets or needs to change their password, highlight the Username in the Users list, and click the **Reset Password** button which will enable the User to enter a new password at their next login.

Delete a User by highlighting the Username in the Users List and clicking the **Delete** button. This deletes the User but does not delete their User Queue in NewsBoss in case it contains content needed by others.

The Queue Name for a deleted User is displayed with a tilde (~) character alongside the name in the Queue List under **User**.

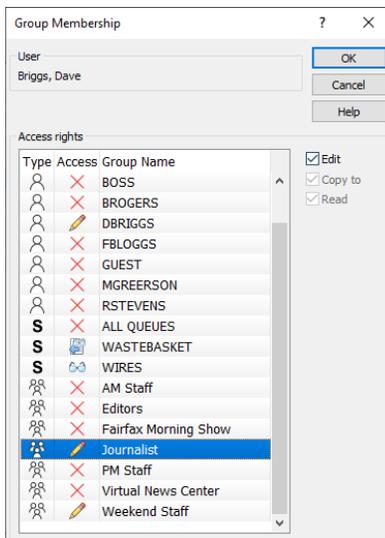
To delete the User Queue, right click on the deleted User's Queue Name under the **Users** heading in the Queue List and select **Remove Queue**.

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## Modifying User Permissions

What Users can see and edit in NewsBoss is governed by their Group Permissions. Typically, when creating a New User, you want them to have the same permissions as an existing user, so it's easiest to view an existing User then allocate the new User the same permissions.

Go to **Setup – Users** and highlight a User from the Users List with the permissions you want to copy, then click the **Groups** button to see their Group Membership. Each User automatically gets *Edit* rights to their own User Group, plus *Read* rights to the Wires queues and *Copy to* access to the Wastebasket. Focus on the multi-user groups at the bottom of the list and in the example below you see that Dave Briggs has *Edit* rights to the Journalist Group and *Edit* rights the Weekend Staff Group as indicated by the pencil icon beside those groups.



Return to the Users List and highlight the new User's name, then click the **Groups** button. Give the new User identical rights to the multi-user groups as those copied from the existing user. When the new User logs in they will have the same permissions.

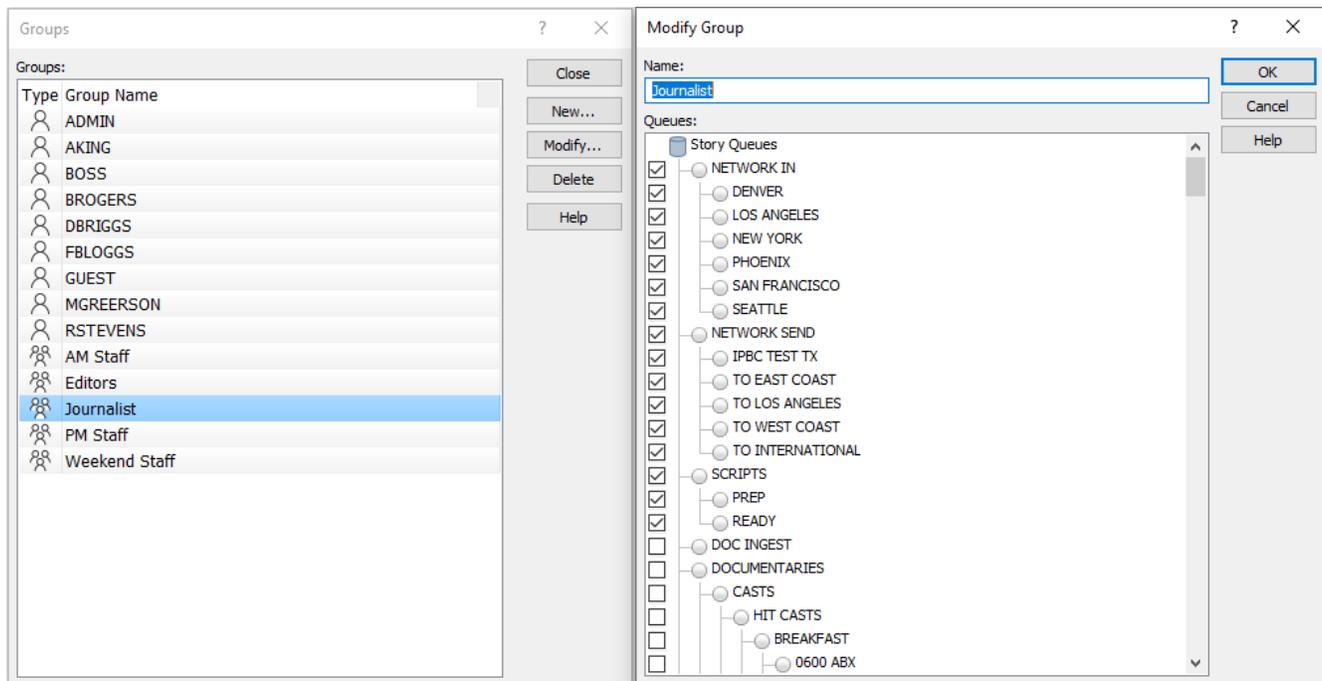
**Note:** If the new User is replacing a departed User with the required permissions, a shortcut is simply to rename the departed User with the new User's name. Highlight the departed User in the Users List, click the **Modify** button and enter the New User details in the **User name**, **Surname** and **First name** fields. You should also click the **Reset Password** button so the new User can choose a new password. This method gives the new User access to any Tab Sets the departed User had created in their profile, but is not possible if the old and new Users must exist simultaneously.

If the new User needs to create Tab Sets in their profile to layout their screen as desired please refer to the NewsBoss User Note – *Using NewsBoss Tab Sets*.

## Creating and Modifying User Groups

Groups are saved lists of Queues which are created and modified to easily give multiple Users access to the Queues they need. Groups are accessed by going to **Setup – Groups**. To modify an existing Group, highlight it in the Groups List and click the **Modify** button, then check all the Queues which a member of the Group should access.

Once a Group is created any User can be made a member of the Group as described above in *Modifying User Permissions*. Users can be *Read* members to enable reading but not editing, *Copy to* members to enable stories to be placed in the Queues but not edited once placed there, or *Edit* members with full edit rights. Different Users can have different levels of access to the same Group.



New Groups can be created with the **New** Button then naming the new Group and selecting the desired Queues in the Group.

Groups can be deleted by highlighting the Group in the Groups List then clicking the **Delete** button.

Groups can be Modified by highlighting the Group in the Groups List then clicking the **Modify** button and selecting or unselecting queues as desired.

For additional information on this topic, please contact NewsBoss Support. See NewsBoss Help or go to [www.newsboss.com](http://www.newsboss.com) for a list of contact numbers. You can also email specific questions to [support@newsboss.com](mailto:support@newsboss.com).