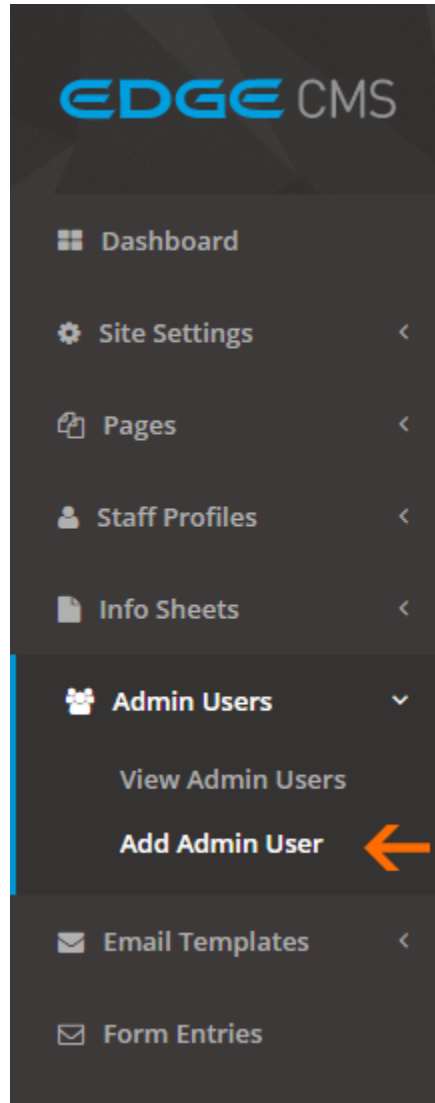# Add New Admin User

To add a new admin user to your content management system follow the steps below.

STEP 1 - Access

Select and expand the **Admin Users** menu item and Select the **Add Admin User** option

STEP 2 - New User Details
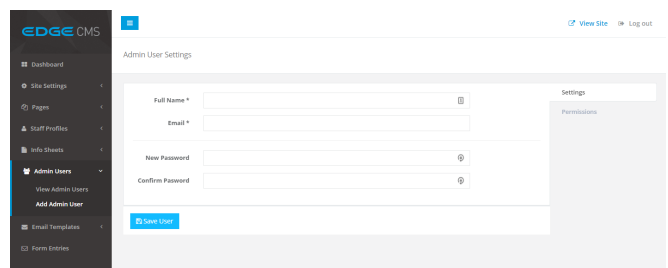
Fill out the new user settings fields.

Full Name

The users full name

Email Address

The users email address. This is also used for their login username

Password

Enter the users password and retype in the confirm password field

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STEP 3 - New User Permissions

Set the new users permissions for the Content Management System

All Permissions

The user can access and edit anything available in the Content Management System

Add/Edit Admin Users

The user can add and edit existing admin user accounts

Edit Site Settings

The user can access and edit the site settings tab.

View/Edit Form Entries

The user can access and edit the form entries tab.

Edit Email Templates

The user can access and edit the email templates tab.

Add/Edit Pages

The user can access and edit the pages tab.
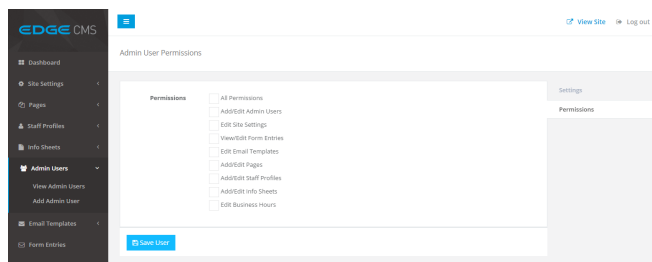
Add/Edit Staff Profiles

The user can access and edit the staff profiles tab.

Add/Edit Info Sheets

The user can access and edit the info sheets tab.

Edit Business Hours

The user can access the site setting, but can only view and edit the business hours section.

STEP 4 - Save User

Ensure you press the **Save User** button at the bottom of the screen after any change to ensure the changes are saved to the system.

EDGE CMS

- ▦ Dashboard
- ⚙ Site Settings ‹
- ▥ Pages ‹
- 👤 Staff Profiles ‹
- 📄 Info Sheets ‹
- 👥 Admin Users ⌄
  - View Admin Users
  - Add Admin User
- ✉ Email Templates ‹
- ✉ Form Entries

Admin User Permissions

Permissions

- ☐ All Permissions
- ☐ Add/Edit Admin Use
- ☐ Edit Site Settings
- ☐ View/Edit Form Ent
- ☐ Edit Email Template
- ☐ Add/Edit Pages
- ☐ Add/Edit Staff Profi
- ☐ Add/Edit Info Sheet
- ☐ Edit Business Hours

💾 Save User