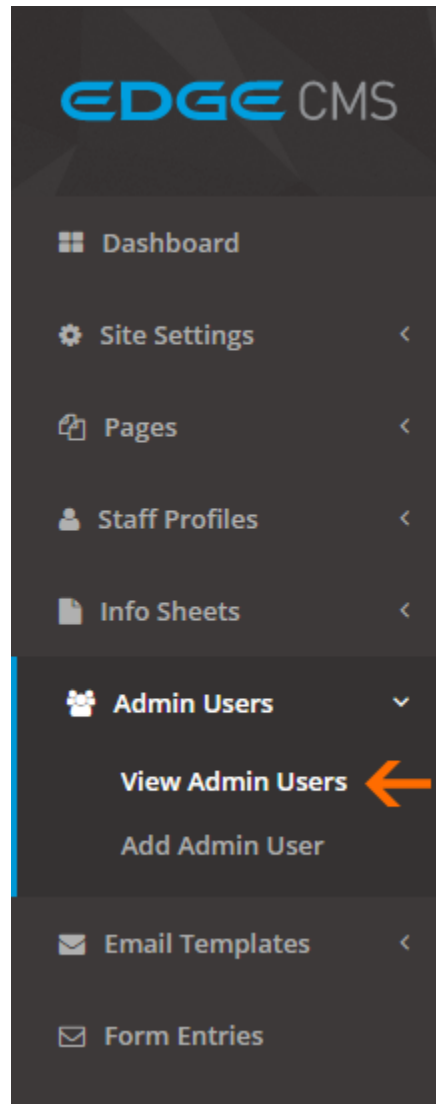


Change Admin User Permissions

Process for changing an existing content management system admin user account permissions

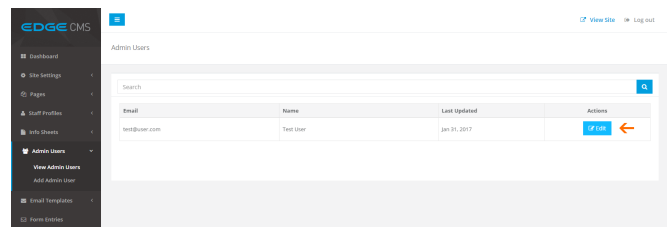
STEP 1 - View Existing Admin Users

Select and expand the **Admin Users** menu item and select the **View Admin Users** option



STEP 2 - Select the Admin User To Edit

Click the **Edit** button next to the admin user you wish to update



STEP 3 - Select the permissions tab and permissions

Click the **Permissions** tab on the right and then select which permissions the user has access to.

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.

