Users

Using WordPress · https://sitecrafter.uk/docs/users/

Managing users in WordPress is crucial for maintaining security and ensuring that the right people have access to specific features of your website. This guide provides a comprehensive overview of how to manage users, including adding new users, assigning roles, and editing existing user information.

Accessing the Users Section

1. **Log into Your WordPress Admin Dashboard**: Use your credentials to access the admin area of your website.
2. **Navigate to Users**: Click on **Users** in the left sidebar. This will display a list of all registered users on your site.

Adding a New User

To add a new user, follow these steps:

1. **Select "Add New"**: Click on the **Add New** button at the top of the Users screen.
2. **Fill in User Information**:
   - **Username**: Enter a unique username for the new user.
   - **Email**: Provide a valid email address.
   - **First Name & Last Name**: These fields are optional but recommended for better identification.
   - **Website**: Optional field for the user's website.
3. **Set a Password**: You can either generate a strong password or create one manually. Ensure it meets security standards.
4. **Assign a Role**: Choose an appropriate role from the dropdown menu. The default roles include:
   - **Administrator**: Full access to all site features.

- **Editor**: Can publish and manage posts, including those of other users.
- **Author**: Can publish and manage their own posts.
- **Contributor**: Can write and manage their own posts but cannot publish them.
- **Subscriber**: Can only manage their profile.

5. **Notify User**: Check the box to send the new user an email about their account if desired.
6. **Add New User**: Click on the **Add New User** button to create their account.

Editing Existing Users

To modify details for an existing user:

1. **Go to Users**: Click on **Users** in the left sidebar.
2. **Select User to Edit**: Locate the user you want to edit and click on their username or the **Edit** link below their name.
3. **Update Information**:
   - Change any necessary fields like email, password, or role.
   - You can also update personal information such as first name and last name.
4. **Save Changes**: After making your edits, click on the **Update User** button at the bottom of the screen.

Understanding User Roles and Capabilities

WordPress has predefined roles that determine what users can do:

- **Administrator**: Full control over all site features, including managing other users and site settings.
- **Editor**: Can manage all content, including posts and pages created by others.
- **Author**: Can write, edit, and publish their own posts.
- **Contributor**: Can write and edit their own posts but must submit them for review before publication.
- **Subscriber**: Limited access; can only manage their profile.

Customising Roles

If you need more specific permissions:

1. Consider using plugins like **User Role Editor**, which allows you to customize existing roles or create new ones with specific capabilities tailored to your needs.

Deleting Users

To remove a user from your site:

1. Go to the Users section.
2. Hover over the username of the user you wish to delete and click on **Delete**.
3. Confirm deletion when prompted.

Bulk Actions for Users

You can also manage multiple users at once:

1. In the Users section, check the boxes next to each user you want to modify.
2. Use the "Bulk Actions" dropdown menu at the top, where you can choose actions like "Delete" or "Change Role To."
3. Click on "Apply" after selecting your desired action.

By effectively managing users in WordPress, you can maintain control over who has access to various functionalities on your site, ensuring both security and efficient collaboration among team members.